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Date revised: October 17, 2015
C&GE approved: November 11, 2015
Text Update: January 2012, 4/12

English (ENGL) 0800 Introductory Writing and Grammar (4 Units)
[formerly English 63ABCD]

Prerequisite: None

Total Hours: 48 hours lecture; 48 hours lab (96 hours total)

Catalog Description: This course reviews and strengthens basic writing and grammar skills. It focuses on correct usage of a variety of grammatical structures and the implementation of these into well-developed, 300-350 word paragraphs through the use of rhetorical modes on a wide range of current topics. By the end of the semester a minimum of 1,250 words will be written. Compositions are graded based on grammar, organization, and content. This course also enhances and teaches practical application of basic spelling rules and patterns for commonly used and misspelled words to improve overall spelling performance.

Type of Class/Course: Non-degree credit

Texts: Carlson, Kamala and Jessica Grimes. *Supersonic Writing Tips: Grammar Cards*. 3rd ed. Bakersfield: Carlson, 2012. Print.
Goodman, Burton. *Five – Star Spelling*. New York: Glencoe McGraw–Hill, 2002. Print.
Wong, Linda. *Sentence Essentials: A Grammar Guide*. Boston: Houghton, 2002. Print.

Optional Materials: Dictionary

Course Objectives:

By the end of the course, a successful student will be able to

1. apply correct grammar,
2. integrate appropriate punctuation,
3. improve spelling,
4. plan and organize ideas using graphic organizers,
5. compose a well organized 300-350 word paragraph on a given topic that includes an introduction, body, and conclusion, and
6. examine and modify structure of a paragraph through editing and revising.

Course Scope and Content (Lecture):

- Unit I Grammar
- A. Nouns
 - B. Prepositional phrases and infinitives in sentences

- C. Subjects and verbs in simple and compound sentences
- D. Verb forms
- E. Subject-verb agreement
- F. Pronouns and pronoun agreement
- G. Adjective and adverb modifiers
- H. Independent and dependent clauses
- I. Simple, compound, and complex sentences
- J. Present and past tenses
- K. Sentences, fragments and run-ons
- L. Capitalization

Unit II Writing

- A. Punctuation rules
- B. Spelling rules and patterns
- C. Graphic organizers for planning and organizing writing
- D. introduction, body, and conclusion paragraphs
- E. Editing and revising

Unit III MLA

- A. Format a Word document following MLA guidelines

Course Scope and Content (Laboratory):

Unit I Parts of Speech and Basic Sentence

- A. Nouns
- B. Prepositions
- C. Pronouns
- D. Subjects and Verbs
- E. Verb Tenses
- F. Verb Forms

Unit II Composing Clear and Effective Sentences

- A. Sentence Structure
- B. Fragments
- C. Run-ons.
- D. Subject-Verb Agreement

Unit III Using Punctuation, Mechanics, and Spelling

- A. Commas
- B. Semicolons
- C. Final Punctuation
- D. Apostrophes
- E. Capitalization
- F. Spelling

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class schedule doing the following:

1. Studying
2. Completing homework
3. Writing compositions
4. Skill practice

Methods of Instruction:

1. Assigned exercises from textbook/workbook
2. Lecture
3. Writing assignments and frequent feedback from the instructor
4. Group work
5. Discussion
6. Individual student conferences/evaluations

Methods of Evaluation:

1. Written homework
2. Quizzes
3. Compositions
- 4.. Midterm and final
5. Computer used to write

Supplemental Data:

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|-------------------------|-----------------------------------|
| TOP Code: | 150100: English |
| SAM Priority Code: | E: Non-Occupational |
| Funding Agency: | Y: Not Applicable(funds not used) |
| Program Status: | 2: Stand alone |
| Noncredit Category: | Y: Not Applicable, Credit Course |
| Special Class Status: | N: Course is not a special class |
| Basic Skills Status: | B |
| Prior to College Level: | C: 3 levels below transfer |

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|---------------------------------|---|
| Cooperative Work Experience: | N: Is not part of a cooperative work experience education program |
| Eligible for Credit by Exam: | NO |
| Eligible for Pass/No Pass: | C: Pass/No Pass |
| Taft College General Education: | NONE |