

ENG 095-02**Basic Writing Skills**

Fall 2011 Course Syllabus

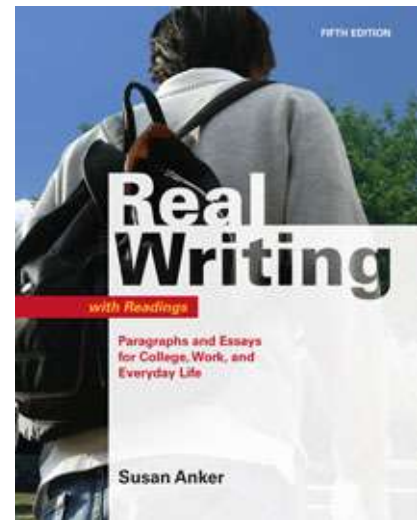
3 credits* See Explanation Below under “Prerequisite”**Day:** Monday/Wednesday/Friday**Time:** 9 am to 9:50 am**Room:** 104 ALF**Contact Information:****Instructor:** Timothy J. LaFountaine, M.Ed.**E-Mail:** TLaFountaine@qcc.mass.edu**QCC Mail Box #:** 304**Voice mail:** 508-854-4287**Campus Office:** 317 A**Office Hours:** MWF 8 am to 9 am AND 11 am to 11:30**Course Description:****ENG 095 Basic Writing Skills - 3 credits**

This course helps students develop competence in written communication by practicing writing clear sentences and paragraphs. Students learn how to recognize and use basic sentence patterns and to write coherent paragraphs containing a topic sentence, idea development, and a strong conclusion. Students complete a variety of writing assignments and develop the skills needed for ENG 096, Intermediate Writing. To continue to the next level of English courses, students must earn a grade “C” or higher on the departmental writing final examination (or appropriate placement on the placement exam).

Prerequisite: Appropriate placement score. This developmental English course cannot be used to satisfy degree or certificate requirements. F/S/SU

Required Text:Real Writing with Readings 5th edition

Susan Anker, 2010 Bedford St. Martin. Boston MA.

**Purpose and Goals of the Course**

- Understand the pre-writing process
- To examine different audiences and purposes for writing
- Identify and practice idea generation strategies
- Develop effective, focused topic sentences
- To identify and correctly use subjects and verbs
- To stay on point with the topic sentence (unity)
- Begin to develop the ability to revise one's own work
- To recognize paragraphs with support
- To recognize coherence in paragraphs
- To identify one's own writing challenges

Course Outcomes

Upon the successful completion of the course, the student shall be able to perform the following activities:

- Write paragraphs using proper grammar and spelling
- Write sentences that are clear to the reader and exhibit unity and consistency
- Develop and support topic sentences
- Understand your own strengths as a developing writer, and practice good writing and reading strategies
- utilize appropriate and worthy study skills

COURSE REQUIREMENTS of the STUDENT

1. Meet at designated class times with the instructor to learn and practice strategies for improving college reading and learning skills.
2. Keep regular and accurate notes of class sessions using an appropriate organizational system.
3. Complete all assignments on time, including writing assignments.
4. Contact instructor immediately in the event of an absence from class.
5. Collaborate with other students as directed by the instructor, such as to clarify assignment information, give feedback on assignments, discuss reading assignments, etc,
6. Generate thoughtful questions about writing assignments, and bring questions to class.
7. Discuss any concerns, problems, questions that pertain to your progress in the course immediately with the instructor.
8. Work cooperatively with other students from different educational, cultural and social backgrounds.
9. Demonstrate a high level of responsibility and punctuality.
10. Exhibit a sincere desire to improve writing skills.
11. Complete the course with a passing grade of(C).

Attendance Policy:

Students are expected to attend class on a regular basis. As well, being late to class is not acceptable and will be considered an absence. Attendance will be taken during all classes. You are responsible for all materials covered in class. *Once you have missed more than 4 class, your final grade will be lowered by one letter grade for each additional absence.* **If you are sick, you must call me during the same week in which you are absent: 508-854-4287.**

Method of Evaluation: How your final grade is determined:

Grammar & Vocabulary Quizzes.....	20%
Writing Assignments.....	60%
Midterm.....	15%
Learning Journal	5%
Final Exam.....	you must pass the final in order to move on to ENG 096

A student must earn a grade of **C** or better to receive credit for this course.

Criteria for Evaluation:

Writing Assignments

You will write seven paragraphs during this course, as well as many other shorter in-class writing assignments. Each completed writing assignment will be worth 10% of your final grade. I will drop the score of your lowest grade. Each writing assignment will be evaluated using a rubric, which is a set of guidelines that you can use to evaluate your own work as well. Simply put, a rubric is a method of scores, which are added up to reveal your grade. A clear explanation regarding rubrics will be offered during the first week, and before each writing assignment.

Exams:

Two exams will be given during the semester: one midterm exam, one final exam. **You must pass the final exam with a grade of C or better** in order to move on to ENG 096. **There will be no makeup's available for the midterm or final exam.**

Criteria for Evaluation Continued:**Learning Journal**

The learning journal is an independent writing log you will keep. It will contain short and long thoughts about your time management, your thoughts and feelings of stress due to school work, and other short, sentence to paragraph-length writing. As you travel through this semester you should keep your learning journal nearby. Make notes; write down funny, sad, or even confusing items you find within the class. The learning journal should include what you are currently learning. The journals will be collected and assessed for a grade. **Each journal shall have no less than 9 entries. This journal is in addition to your regular, weekly homework.**

Is late work acceptable?

Late assignments lose **10 points** for each class meeting they are late. After **three** class meetings, the assignment is recorded as a zero.

Because of the nature of this course, make-up work is seldom needed for the student who shows up prepared and passes assignments in on time. Generally speaking, **no make-up work or extra credit will be awarded during this course.**

Class Etiquette: Be kind to others! Come to class on time, and keep your cell phone in your car or shut it off before class.

Cell Phones:

Please, no cell phones in class. Be sure to shut them off prior to entering the classroom.

Teaching Procedures:

English 095 is an active writing course that demands full participation and effort from all involved. I run this course in a “workshop” method, meaning we will talk and read about different subject matter, occasionally use group discussion, and group writing, and always end with individual writing time. As well, I will personally counsel you throughout each writing and learning activity.

Plagiarism:

If you pass in work that is not your own, you will fail this course.

Points to remember when passing in written work:

- Hand in a paper which you yourself have done specifically for this course and not borrowed from someone else or recycled from an earlier course.
- Do not be satisfied with a paper that is less than your best work.
- Seek only appropriate help from others (such as proof-reading, or discussing your ideas with someone else to gain clarity in your thinking).

Tutoring Help:

The **Communication Skills Center, room 208 HLC** offers a team of writing tutors ready and willing to help you succeed in this writing course. The center is open from 8 am to 9 pm, Monday through Thursday, and 8 am to 4 pm on Friday, and 9 to 3 pm on Saturdays during the fall semester. Walk in or call for an appointment, 508-854-7488.



Course Schedule Subject to Change

Week	Topics
1 September 7 & 9	Welcome to ENG 095! <ul style="list-style-type: none"> Syllabus review & Getting to know each other Writing sample Talking about the textbook
2 September 12, 14, 16	<ul style="list-style-type: none"> Overview of a paragraph & an introduction to Parts of Speech Subjects and Verbs (finding the verb) (finding the subject) Subject/Verb agreement Quiz 1
3 September 19, 21, 23	<ul style="list-style-type: none"> Prewriting: What we need to do before we write Topic sentences Supporting your topic sentence
4 September 26, 28, 30	<ul style="list-style-type: none"> Fragments, Run-On Sentences, Comma Splices Compound and Complex Sentences More on Topic Sentences
5 October 3, 5, 7	<ul style="list-style-type: none"> Writing a personal narrative Quiz 2 Even more on Topic Sentences
6 October 12 & 14 (no class Monday)	<ul style="list-style-type: none"> Transitions and cool ways to make your sentences blend Commas Quiz 3
7 October 17, 19, 21	<ul style="list-style-type: none"> In class writing assignment Review for Midterm Topic Sentences and Parts of Speech Review
8 October 24, 26, 28	<ul style="list-style-type: none"> Midterm Exam Explanation and how to instruction Midterm Exam (Two days)
9 October 31 November 2 & 4	<ul style="list-style-type: none"> Creative thought, Idiom usage, Figurative language Descriptive Paragraph
10 November 7 & 9	<ul style="list-style-type: none"> Writing to explain a process Quiz 4
11 November 14, 16, 18	<ul style="list-style-type: none"> Compare/Contrast: Problems you might have compared to the problems your parents had Paragraph
12 November 21 & 23	<ul style="list-style-type: none"> Opinion Paragraph: Current events from the news Quiz 5 Thanksgiving Break Thursday through Sunday!
13 November 28 & 30 December 2	<ul style="list-style-type: none"> Classification and Definition Review of the basics
14 December 5, 7, 9	<ul style="list-style-type: none"> Wrap-up and Review for Final Exam
15 December 12 Final Exam Date to be announced	<ul style="list-style-type: none"> Review for Final Exam Final Exam