



**EN 105 Essentials of Writing (3)
Fall 2000**

Instructor: Dr. Maria-Fe C. Cavinta
Office Hours: 9-11, 3-4 W/F
Class Times: 1-2:15 W/F
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Office: Room 509
Phone: 571-2550, ext 35
Location: Room 2

Required Texts:

Diana Hacker, *A Canadian Writers Reference, Second Edition, and Exercises to Accompany a Canadian Writers Reference*, International Thomson Publishing, Canada, 1995.

Joseph C. Blumenthal, *English 3200: A Programmed Course in Grammar and Usage*, Fourth College Edition, Harcourt Brace & Company, Florida, 1994.

Course Description

This course is designed to review basic grammar and writing skills. All aspects of writing will be covered, such as: writing effective and correct sentences, constructing paragraphs around the topic sentence or thesis statement, correct usage of words, grammar, spelling, punctuation, and documentation.

Course Objectives

1. This course is specifically designed to make students perform and correct their work individually, at their own pace. Correct responses are immediately reinforced, and incorrect responses are corrected at once. This format provides the immediate positive reinforcement and encouragement students need to maximize learning.
2. This course guides students from learning how to identify the parts of speech and their functions to finding ways of handling sentences through devices of subordination and writing techniques with variety and smoothness.
3. This course gives writing applications which are designed to complement the units on grammar, sentence-building, usage, and punctuation. These writing applications give students the opportunity to apply directly the principles of grammar and usage so that they will learn to plan, compose, and revise their work more quickly, easily, logically, and accurately.

Course Schedule

- I. Grammatical Sentences Sept. 6, 8
 - A. Subject-Verb Agreement
 - B. Problems with Verbs
 - C. Problems with Pronouns
 - D. Adjectives and Adverbs
 - E. Articles
 - F. Other Trouble SpotsExercises and assignments are to be done on Sept. 13, 15
 - II. Effective Sentences Sept. 20, 22
 - A. Parallelism
 - B. Needed Words
 - C. Problems with Modifiers
 - D. Mixed Constructions
 - E. Coordination and Subordination
 - F. Sentence VarietyExercises and assignments are to be done on Sept. 27, 29
 - III. Word Choice Oct. 4, 6
 - A. Wordy Sentences
 - B. Appropriate Language
 - C. Exact Language
 - D. The dictionary and ThesaurusEssay Test Oct. 11, 13
 - IV. Punctuation Oct. 18, 20
 - A. The Comma
 - B. Unnecessary commas
 - C. The Semicolon
 - D. The Colon
 - E. The Apostrophe
 - F. Quotation Marks
 - G. Other MarksExercises and assignments are to be done on Oct. 25, 27
 - V. Spelling and Mechanics
 - A. Spelling
 - B. The Hyphen
 - C. Capitalization
 - D. Abbreviations
 - E. Numbers
 - F. ItalicsExercises and assignments are to be done on Nov. 8, 10
 - VI. Writing Applications Nov. 15, 17
 - VII. Research Writing Nov. 22, 24
 - VIII. Documentation Styles Nov. 29, Dec.1, 6, 8
- Final Exam: Dec. 13

Course Requirements and Grading

Assignments and quizzes	30%
Midterm Exams	30%
Participation in discussions	5%
Attendance	5%
Final exam	30%
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	100%

Assignments are due on the dates specified. Late assignments are not accepted. Missed quizzes cannot be made up at a later date. Missed exams can only be made up if a document explaining the extenuating circumstances is shown.

Plagiarism is not allowed. For 100 level English courses, students cannot receive a grade higher than D+ in the Final Exam if they have more than one error per 100 words of any type or combination of the following in their Final Exam essay: sentence fragments, comma splices, run-on sentences, grammatical disagreement, misused apostrophes, misspelling. Three spelling errors will be allowed without penalty. Each additional error is counted as one. The same word misspelled repeatedly constitutes one error. Repeated misuse of the apostrophe in the same word constitutes one error.

Important Notes:

The last day to withdraw from the class without academic penalty is November 10. The last day to withdraw from this course and still receive a refund is September 29.