



**EN 105 *Essentials of Writing* (3)
Fall 2001**

Instructor:	Kirk Layton	Office:	Rm. 633
Office Hours:	Fridays 10:00 – 1:00	Phone:	ext. 246
Class Times:	1-2:15 W/F	Location:	Room Three
E-mail:	khlayton@aol.com		

Required Text

Sarah Norton & Brian Green. *The Bare Essentials Form A, fifth edition.*
Harcourt: Toronto, 2001.

Recommended Text

A Canadian dictionary

Course Description

This course will review the basics of grammar and writing skills.

Course Objectives

The primary objective of this course is to improve the writing ability of the student. The student will review grammar through the exercises in the text and additional material brought to class. The student is encouraged to work on assignments in the text that have supplied answers. The student will also have access to the text's web site for additional exercises. The student will also learn the basics of paragraph and essay writing through course assignments.

English 105 Reading Schedule

Students should note that this schedule is tentative. You will only know where we are by attending class.

Sept. 5	Introduction
Unit One: Spelling	
Sept. 7	Chapter 1
Sept. 12	Chapter 2
Sept. 14	Chapter 3 & 4
Sept. 19	Chapter 5
Sept. 21	Unit One Quiz

Unit Two: Sentence Structure

Sept. 26 Chapter 6
 Sept. 28 Chapter 7
 Oct. 3 Chapter 8
 Oct. 5 Chapter 9
 Oct. 10 Chapter 10 & 11
 Oct. 12 **Unit Two Quiz**

Unit Five: Organizing Your Writing

Oct. 17 Chapter 23
 Oct. 19 Chapter 24
 Oct. 24 Chapter 25
 Oct. 26 Chapter 26
 Oct. 31 Chapter 27

Paragraph Due**Unit Three: Grammar**

Nov. 2 Chapter 12
 Nov. 7 Chapter 13

Essay Outline Due

Nov. 9 No Class
 Nov. 14 Chapter 14 & 15
 Nov. 16 Chapter 16 & 17

Unit Three Quiz**Unit Four: Punctuation**

Nov. 23 Chapter 18 & 19 & 20

Essay Due

Nov. 28 Chapter 21 & 22

Unit Six: Beyond The Bare Essentials

Nov. 30 Chapter 28 & 29
 Dec. 5 Chapter 30 & 31

Final Essay Outline Due

Dec. 7 Review

Dec. 10 - 14 **Final Exam as Scheduled**

Course Requirements and Grading

Sept. 21	Unit One Quiz	15%
Oct. 12	Unit Two Quiz	15%
Oct. 31	Paragraph	5%
Nov. 7	Essay Outline	5%
Nov. 21	Unit Three Quiz	15%
Nov. 23	Essay	15%
Dec. 5	Essay Outline	5%
TBA	Final Exam	25%

Important Notes

Assignments are due at the beginning of the class for the day scheduled. Late assignments will be penalized one half-letter grade per day. Any assignment more than seven days late will be given an F.

Plagiarism and cheating of any matter will not be tolerated and will result in disciplinary action.

In accordance with NUC policy, a student who misses more than three classes may be withdrawn from the class at the instructor's discretion.

The Minimum Standard of Correctness will be taught in this course.