

English 10001)

M,T,W,F 8:00-8:50/9:00-9:50(02)

Fall 2001

Instructor: Koreen Nakahodo

Office Hours: T 10:00-10:50, F 10:00-10:50 or by appointment.

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### Course Description

The course is designed to provide a foundation for effective writing. Emphasis will be placed on grammar, paragraph and sentence organization, and essay organization. The course will offer practice in writing short essays. After successfully completing this course, the student will be prepared for English 101.

### Course Objectives

At the successful completion of this course, the student should be able to

- ✓ Identify and Correct Subject-Verb Agreement Errors;
- ✓ Use Verb Tenses Correctly;
- ✓ Identify and Correct Pronoun-Antecedent Errors;
- ✓ Identify and Correct Sentence Fragments;
- ✓ Identify and Correct Fused Sentences
- ✓ Identify and Correct Dangling and Misplaced Modifiers;
- ✓ Identify and Correct Punctuation Errors;
- ✓ Utilize Pre-Writing strategies;
- ✓ Produce a Thesis Sentence;
- ✓ Produce a Well-Organized and Well-Written Short Essay (1-2 pages);
- ✓ Recognize different cultural approaches to oral and written communication.

### Required Texts

*Exercises for English Simplified*, 9<sup>th</sup> edition by Blanche Ellsworth and John A. Higgins.  
*The Scott, Foresman Handbook for Writers*, 6<sup>th</sup> edition by Hairston, Ruszkiewicz, and Friend.

### Required Extras

Access to computer, word processor, or typewriter (all papers must be typed)

### Student Responsibilities

#### Class Attendance

Attendance and punctuality are mandatory. Students are responsible for making up work assigned during their absence from class.

#### Unexcused Absences

' Your final grade may be affected for each unexcused absence.

### Excused Absences

An excused absence must be documented, signed, and dated by a physician and approved by the instructor.

### Tardiness

Excessive tardiness may result in a grade deduction. If a student is more than 5 minutes late for class, he/she will be marked as tardy.

### Late Work

Late papers will receive a grade deduction. Late papers will lose 10% of the final grade for every day that the paper is late. Papers over a week late will receive a '0' (F).

### Class Behavior

In class you are free to express your opinions with respect to the other members of the class. Class members who do not adhere to this rule will be asked to leave the classroom and will be marked absent (unexcused) for the day.

Students are asked to turn off all electronic devices (cell phones) before entering the classroom. Talking on the phone during lectures or class discussions is unacceptable. Students will be asked to leave the class and will be marked as absent (unexcused) for the day.

### Plagiarism

Plagiarism is presenting the work of another as your own. The guidelines for plagiarism are on page 50 of the student handbook. They include, but are not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement (citation) of the source is always mandatory.
2. Paraphrasing the work of another without proper acknowledgement.
3. Submitting the work prepared by another as one's own. (Chaminade Student Handbook, 50).

Any student caught plagiarizing will receive a failing grade for the course.

### Grading Breakdown

Grammar Test	20%
Punctuation Test	20%
Short Papers (2)	20%
Assignments (10)	20%
Final Exam	20%

## **Grading Scale**

- `A' Outstanding scholarship and an unusual degree of intellectual initiative.**
- `B' Superior work done in a consistent and intellectual manner.**
- `C' Average grade indicating competent grasp of subject matter.**
- `D' Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.**
- `F' Failed to grasp minimum subject matter; no credit given.**

**A passing grade for this course is a `C.'**

## **Papers**

**All papers must be typed, double-spaced, with one inch margins. Students must also use Times New Roman 12 pt font. All late papers will be subject to a grade deduction.**

## **Assignment #1**

**Write me a letter that includes the following:**

- 1. A summary of the course;**
- 2. Your understanding of the plagiarism policy for this course;**
- 3. Your understanding of the attendance policy for this course;**
- 4. Your understanding of the phrase "respect for others";**
- 5. Your understanding of the late paper policy;**
- 6. A reaction to the syllabus;**
- 7. Questions about the course;**
- 7. At the end of the letter include the following sentence:  
"I have read the policies and procedures outlined in this syllabus."**
- 8. Sign and date the letter.**

**Please type the letter and turn it in at the beginning of the next class period.**

English 100  
Fall 2001  
Assignment Schedule

Week 1

Parts of Speech  
Narrative Writing

8/28/01 - Assignment #1 Due

Week 2

Verb Tenses  
Verbals  
Descriptive Writing  
Paragraph Organization and Development

9/4/01- Assignment #2 Due (3 Narrative Paragraphs)

9/7/01 - Assignment #3 Due (3 Descriptive Paragraphs)

Week 3

Verbals  
Pronouns  
Phrases  
Clauses

9/12/01- Assignment #4 Due (Draft of Essay #1)

Week 4

Sentence Structure  
Subject-Verb Agreement  
Pronoun-Antecedent Agreement

9/19/01-Assignment #5 Due (Response to Essay #1)

9/21/01- Essay #1 Due (10% of Final Grade)

Week 5

Review Grammar

9/28/01- Grammar Test (20% of Final Grade)

English 100  
Schedule - Part II

Week

Sentences  
Fragments  
Comma Splice  
Fused Sentences  
Evaluate Grammar Test  
Thesis Sentence  
Introduction  
Supporting Points

Koreen Nakahodo  
English 100  
Fall 2001  
Assessment Test

Introduction: This pre-test is designed to measure both the student's growth throughout the semester and the instructor's teaching abilities. This test is NOT GRADED, so please be honest. You will not be penalized for incorrect answers.

Section I: General Writing Questions

1. I can confidently produce a 400-500 word essay complete with a thesis, topic sentences, specific examples, well developed paragraphs, transitions, an introduction and a conclusion.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5

2. I am comfortable utilizing pre-writing strategies.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5

3. I am comfortable producing a clear, specific thesis.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	

4. I can recognize and utilize different cultural approaches to oral and written communication.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5

## English **100** Assessment Exam

### Section II: Grammar

A. Subject-Verb Agreement: Please circle the correct answer for each of the questions below.

1. The college president, along with five vice presidents, was/were ready for the meeting.
2. A good book and some chocolate donuts was/were all she needed to relax.
3. Neither the researcher nor the subject has/have any idea which is the placebo.
4. Everyone in the audience was/were surprised by the mayor's remarks.
5. A number of weapons still need/needs to be brought on line.

B. Pronoun-Antecedent Agreement: Please circle the correct answer for each of the questions below.

1. He assumed that all of his students had done his/their best to complete the test.
2. Neither Aaron nor Marzell has declared his/their major.
3. Neither the guide nor the hikers seemed aware of her/their danger on the trail.

C. Sentence Structure.

1. I can identify and correct sentence fragment errors.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5-

2. I can identify and correct fused sentence errors.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5

3. I can identify and correct comma splice errors.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5

D. Identify the correct answer for each of the questions listed below.

Write F after each item that contains a fragment.

Write CS after each item that contains a comma splice

Write F after each fused sentence.

1. Having applied for dozens of jobs and not having had any offers.

2. Because he never really examined the contract.

3. The critics agreed the play was terrible it closed after a week.

4. Jim is a doctor Linda is a lawyer.

5. The party ended at midnight, the clean-up crew started to work.

## II. Punctuation

1. I can identify and correct punctuation errors.

<u>Strongly Disagree</u>	<u>Disagree</u>	<u>Somewhat</u>	<u>Agree</u>	<u>Strongly Agree</u>
1	2	3	4	5