

ENG 97B Writing Essentials

3 credits

Section 62284: MWF, 10:30-11:20

INSTRUCTOR: Ellen Ishida-Babineau
OFFICE: Palanakila 119
OFFICE HOURS: MW, 11:30 a.m.-12:30 p.m.; TTH, 1:30-2:30 p.m.
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EFFECTIVE DATE: Fall 2009

Windward Community College Mission Statement

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware member of our community.

CATALOG DESCRIPTION

This course focuses on sentence structure and paragraph development with emphasis on unity, organization, and support. Grammar, mechanics, and punctuation will be covered.

Activities Required at Scheduled Times Other Than Class Times

At least three to six hours per week should be scheduled to complete all course requirements. All tests (except for the final exam) and retests (if needed) must be taken in TTC, Alakai 106.

STUDENT LEARNING OUTCOMES

At the completion of this course, you should be able to:

1. Use a writing process to produce clear, concise, credible, and grammatically correct paragraphs in various organizational patterns.
2. Write sentences free of errors in grammar, mechanics, and punctuation.
3. Apply various study skills, such as time management, textbook reading and notetaking skills, and lecture notetaking.

COURSE CONTENT

Concepts

- Active versus passive reading and thinking
- Main point or central thought
- Organizational structure and patterns
- Techniques to strengthen coherence in writing.
- Development of ideas
- Study skills
- Connotations and denotations
- General versus specific
- Collaboration
- Rules of mechanics, grammar, punctuation
- Word choice
- Writing process

Skills

1. Distinguish between general and specific items.
2. Distinguish between direct and indirect statements of main thought.
3. Identify the main thought, the major and minor details, and the organizational patterns of material.
4. Use the linear outline or another form of outlining.
5. Use appropriate writing style for academic writing.
6. Recognize and correct sentence errors.
7. Use a writing process.

COURSE TASKS

Writing Skills

1. Complete all assigned lessons in the text/workbook, *Real Skills*.
2. Demonstrate mastery of grammatical and mechanical skills in quizzes with at least 70%.
3. Complete all writing assignments, including writing process stages (prewriting, drafting, collaboration, instructor conferences, and revisions).
 - There will be at least four (4) formal writing assignments due this semester. You will be able to revise these assignments.
 - There will be at least ten (10) journal assignments. You will not be able to revise these assignments.

Study Skills: Complete assigned lessons and homework in study skills strategies and techniques.

ASSESSMENT TASKS AND GRADES

Letter grades will be assigned after the completion of all course requirements and writing level achieved as reflected in the final exam. Writing proficiency (correct grammar and usage in sentences and paragraph construction) will be determined by all writing (formal and journal) assignments and the final exam. If you do not complete the requirements, you will be asked to repeat the course in order to reach the necessary proficiency level required for next appropriate English course. *Five or more absences before the official withdrawal date, excused and unexcused, may also result in an N grade for this course. You will be advised to withdraw from the course.*

Grades Available

- A = 90% or higher
- B = 80% - 89%
- C = 70% - 79%
- N = Given only if student has made his or her best effort to the end of the semester, but needs more work to achieve proficiency.

The withdrawal date is October 27, Tuesday.

Areas Graded:

Attendance (A = 0-2 absences, B = 3-4, C = 5-6, D = 7-8, F = 9 or more) -----	5%
Writing Final (must be 70% +)-----	20%
Writing (text) homework-----	15%
Writing assignments	
Formal assignments -----	25%
Journal assignments -----	15%
Grammar, Mechanics, and Punctuation mastery tests -----	20%
	100%

LEARNING RESOURCES AND MATERIALS

1. Susan Anker: *Real Skills*.
2. *American Heritage* Dictionary or any college level dictionary.
3. Pens: red or green for corrections; blue or black for homework assignments.
4. 3-ring binder, including a monthly planner, to organize all material and assignments,
5. 2 portfolios: one for journal entries and one for formal writing assignments.

Getting the Most Out of This Course

1. Attendance: Class sessions are designed to give you the opportunity to practice and review skills and concepts. Therefore, attendance will be part of the grading. Attendance will be taken at the beginning of each session. **Five or more absences before the official withdrawal date, excused and unexcused, may result in an N grade for this course.**
 - If you are unable to attend the class session (for verifiable medical or emergency reasons), please contact the instructor immediately. If you are unable to reach the instructor, please leave a message on the voice mail. Phone numbers are on the first page of this course outline. If you do not call me, homework will not be accepted.
 - Be on time! **A tardy of 10 minutes or more will count as an absence.** However, it is to your benefit to attend the rest of the class session even if you are late. Homework assignments are generally given at the end of the class period.
 2. If you must bring a pager or cellular phone into class, please set it on silent or off. Use of electronic devices during class time is not allowed.
 3. Homework: Make sure you complete the homework assignments when they are due. Class participation will be difficult if you are not prepared to share your work with the rest of the class. Homework will be collected. If you are absent, make sure you get the assignments from your instructor or a classmate. You are responsible for homework assigned during your absence.
 4. Testing: You must complete all tests when scheduled. Make-up tests will only be administered if the student has contacted the instructor before the test and has a verifiable medical excuse. Make-up tests must be completed before the deadline established by the instructor.
 5. You may take retests on tests (except for the final exam). In order to do so, you must complete additional work in the area, correct the work, and submit the work to the instructor. Once the work has been turned in, the instructor will put the retest in the TTC. There will be deadlines for both the completion of the additional work and the retest.
 6. All writing assignments must be typed, double-spaced. Follow the guidelines provided. Assignments not typed will not be accepted.
 7. Organize your life and yourself. Use a daily or monthly planner to keep track of assignments, deadlines, and personal errands. Use a three-ring binder to organize your class materials.
 8. Please read your UH email account for any alerts or messages from your instructor.
- You can be “in control” of your own learning. Be an active learner. Please ask questions! Seek help.**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.

**ENGLISH 97B MWF Tentative Syllabus
Fall 2009**

Gaining Word Power Tests are tentatively scheduled below;
Changes in assignments may occur.

Date	Real Skills Text	Writing Deadlines/TESTS	Miscellaneous
24-Aug	Course Expectations		
26-Aug	Writing sample		
28-Aug	Introductions The Successful Student: Chapter 1: Read pp. 3-12; Chapter 2: read 13-23. Goal Setting Turn in Student Information sheet		
31-Aug	Chapter 3, Understanding Your Learning Style: Read and do exercises pp. 26-32; complete Chapter Review.		
2-Sep	Introduction to the Paragraph-Chapter 4: Read pp. 35-41 and complete Chapter Review. Writing Assignment Format		
4-Sep	Chapter 5, Narrowing and Exploring Your Topic: Read pp. 42--47; do Practices 1-3 and Chapter Review.	Journal #1 due	
7-Sep	<i>Holiday: Labor Day</i>		
9-Sep	Chapter 6, Writing Your Paragraph: Read pp. 48-59; do Practices 1-10.		
11-Sep		Journal #2 due	
14-Sep	Do Practice 11, p. 58.		
16-Sep	Chapter 7, Improving Your Paragraph: Read pp. 60-73; do Practices 1-8.		
18-Sep		Journal #3 due	
21-Sep		Practice paragraph due for peer review.	
23-Sep	Chapter 25, Word Choice: Read pp. 423-435; do Practices 1-5.		
25-Sep			
28-Sep	Chapter 26, Commonly Confused Words: Read pp. 436-447; do sentence completion pairs and Editing Reviews 1 and 2.	Practice paragraph FINAL due with peer review and writer response forms attached.	

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Date	Real Skills Text	Writing Deadlines/TESTS	Miscellaneous
30-Sep	Complete Unit Two Test: Writing Paragraphs		
2-Oct	Chapter 27, Spelling: Read 450-461; do Practices 1-8.	Journal #4	
5-Oct	Complete Unit Six Test: Editing Words in Sentences. Chapter 8, Developing Your Paragraph: Read pp. 74. Introduction to Illustration: Read 77-79. Formal Writing #1 Assigned.		
7-Oct			
9-Oct	Parts of Speech Review	Journal #5	
12-Oct	Chapter 10, The Complete Sentence: Read pp. 117-129; do Practices 1-11.		
14-Oct	Do Practice 12, Chapter Review and Subject-Predicate handout.	Formal Writing #1 Draft due for Peer Review	
16-Oct	Chapter 22, Coordination: Read pp. 379-391; do Practices 1-4, Chapter Review.	Journal #6	
19-Oct	Chapter 23, Subordination: Read pp. 392-401; do Practices 1-3.	Finding the Subject and Predicate Test in TTC: Oct 19-21	
21-Oct		Formal Writing #1 FINAL with peer review and Writer Response due	
23-Oct	Introduction to Description: Read pp. 77-81. Formal Writing #2 assigned.		
26-Oct	Chapter 11, Fragments: Read pp. 135-144; do Practices 1-8.		October 27, Tuesday: Last Day to Withdraw
28-Oct	Read pp. 144-157; do Practices 10-18; Chapter Review.	Formal Writing #2 Draft due for Peer Review Fragments Test in TTC: Oct 28-30	
30-Oct	Chapter 12, Run-Ons and Comma Splices: Read pp. 158-168; do Practices 1-9.	Journal #7	
2-Nov	Read pp. 168-177; do Practices 10-12, Editing Review 1 and 2.	Run-Ons and Comma Splices Test in TTC: Nov 2-4.	
4-Nov	Chapter 13, Subject-Verb Agreement Problems: Read pp. 178-196; do Practices 1-16.	Formal Writing #2 FINAL with peer review and Writer Response due	

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Date	Real Skills Text	Writing Deadlines/TESTS	Miscellaneous
6-Nov	Read pp. 196-208; do Practices 18, 20-23, Editing Review 1 and 3.	Journal #8	
9-Nov	Introduction to Cause and Effect: Read pp. 92-94. Formal Writing #3 assigned		
11-Nov	<i>Holiday: Veterans' Day</i>		
13-Nov	Chapter 14, Verbs-Past Tense: Read pp. 209-223; do Practices 1-8, 10-11, 13-15 and Editing Review 2 and 3.		
16-Nov	Chapter 15, Verb-The Past Participle: Read pp. 226-247; do Practices 1-3, 5-6, 8-9, 11, 13.	Subject-Verb Agreement Test in TTC: Nov 16-18. Formal Writing #3 Draft due for Peer Review	
18-Nov	Do Editing Reviews 2 and 3. Complete Unit Three Test: Four Most Serious Errors.		
20-Nov	Chapter 20, Illogical Shifts: Read pp. 323-326; do Practices 1-2.	Journal #9	
23-Nov	Chapter 17, Pronouns: Read pp. 268-279; do Practices 1-7.	Verbs Test in TTC: Nov 23-25. Formal Writing #3 FINAL with peer review and Writer Response due	
25-Nov	Introduction to Comparison and Contrast: Read pp. 89-91. Formal Writing #4 assigned.	Journal #10	
27-Nov	<i>Thanksgiving Recess: November 26-27, 2009</i>		
30-Nov	Read pp. 270-292; do Practices 8-12, Editing Review 3 and Chapter Review		
2-Dec	Chapter 20, Illogical Shifts: Read pp.326-328; do Practices 3.	Pronouns Test in TTC: Dec 2-Dec 4.	
4-Dec		Formal Writing #4 Draft due for Peer Review	
7-Dec	Chapter 24, Parallelim: Read pp. 402-413; do Practices 1-4.		
9-Dec	Preparation for Final Exam	Formal Writing #4 FINAL with peer review and Writer Response due	LAST DAY for MWF Classes Student and class evaluations POTLUCK
Final Exam: December 16, Wednesday 8:30-10:20			

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