

English 25

Instructor: Kaser, Office KRCC A-2, Office Hours: T (2-3), TR (2-3) and by appointment. Messages may be left on my phone 3308 or with the receptionist.

Class Meets- 1422: M 8-9:50 INC1 and F 8-9:50 CAI INC Lab.
1426: M 10:00-11:50 INC1 and W CAI INC Lab.

Drop Deadline: Oct. 16 (Last day to drop a class without grade.)

Texts: English Simplified (3rd Edition) (not the workbook)
Themes for Writers

Lab Disk: The student will need a 3.2 disk to be formatted or pre-formatted.

Course Purpose: English 25 is intended to help students prepare for success in a number of writing tasks and assignments in jobs and in advanced English and other classes. Students will be given instruction and practice in proofreading and editing their own expository writing and in critical analysis of the expository writing of others.

Text Use: The text will provide writing suggestions, editing practices, and grammar exercises to prepare students to pass writing and grammar tests.

Attendance, classroom and lab: The class meets for approximately two hours of regular classroom work and two hours of lab writing each week. Attendance is taken in all classes.

Computer Use: The student will be instructed in the use of the computer writing program (Microsoft Word) and will be able to do most writing assignments in the lab.

Shorter Tests: Students will take three objective grammar/proofreading tests during the semester. Each of these tests will count for ten percent of the course grade. After in-class review of the graded tests, students will take a retest on the same material. The higher grade on each test will be recorded.

Mid-Term and Final: These two tests will each include an objective grammar test and a written essay test. The written tests are open-dictionary. The mid-term counts for fifteen percent of the course grade. The final test counts for thirty-five per cent of the course grade.

Other Writing Assignments: There will be approximately ten writing assignments of varying length and on a variety of topics. At least one of these will require some library research. These assignments will be done using the computer MicroSoft Word program in the school lab. The instructor will read and return these assignments. In most cases, rewriting will be required. Rewritten versions are due at the end of lab time a week after receipt of the original from the instructor. Rewritten versions must be approved and recorded by the instructor. Twenty per cent of the course grade will be based on the number of rewritten and approved versions the student has filed. The formula is as follows: All writings completed and approved = A. One writing assignment incomplete = B. Two writing assignments incomplete = C. Three writing assignments incomplete = D.

Final Grade: The final grade will be calculated as follows:

1. Mid-Term Grade = 15%
2. Short Tests = (approx.) 30%
3. Final Test = 35%
4. Completed Writing Assignments = 20%

Students who have missed the equivalent of two weeks of lab and/or classroom sessions will be dropped. When possible, please notify the instructor when you will have to miss class.