

ENGLISH 56: BASIC WRITING SKILLS
Fall 1998

drop deadline

Instructor: C. Karle

Office: A-Annex #4

Office #: 638-3641 ext. ~~343~~ ³⁴²

Section 1457

M*W*TH 11:00 a.m. - 11:50 (Room SOC 31)

T 11:00 a.m. - 11:50 (Room INC 1)

Section 1456

M 2:00 p.m. - 2:50 (Room BUS 43)

T*TH 2:00 p.m. - 2:50 (Room SOC 36)

F 2:00 p.m. - 2:50 (INC 1)

Course Description:

This course gives students the opportunity to practice writing English sentences, paragraphs, and short papers. Students will cultivate the spelling, vocabulary, punctuation, usage, and sentence structure skills needed by writers. Emphasis will be placed on the communication of the writer's ideas.

Students will be required to submit approximately 10-15 writing assignments and to complete numerous spelling, vocabulary, and sentence structure assignments. There will also be several quizzes, tests, and a final examination. This course is graded as Credit/No Credit only; therefore, a C or better must be earned in order to receive credit for this course.

Required Text:

Tyner, Thomas E. *College Writing Basics: A Progressive Approach*. 4th ed. Belmont: Wadsworth Publishing Company, 1996.

Required Materials:

HD Disk

Loose-leaf lined paper

Course Work/Points:

Current Reedley College Library Card <i>Library Assign.</i>	5
Class Journal (Publication x4)	40
Homework (Grammar/Journal/Class Participation)	35
Quizzes*	10
Vocabulary	100
Paragraphs (6x5)	30
Essays (4x20)	80
Five (5) Exams	100
Final Exam	<u>50</u>
TOTAL	450

*Final quiz grades will be based on the average score earned, with the lowest two grades dropped. Missed quizzes cannot be made up, and a score of zero will be earned for each missed quiz.

Class participation is defined as reading class assignments before coming to class; joining in the exchange of opinions in groups; starting appropriate new items for discussion; and perhaps most important of all, asking questions.

In order to receive credit for this course, you must average 70% on all work (earn 280 or more points overall for the semester) and receive a passing score on the essay portion of the final exam. English 50 is graded on a Credit/No Credit basis only.

Grading Scale:

405 - 450 = A	CREDIT
360 - 404 = B	CREDIT
315 - 359 = C	CREDIT
270 - 314 = D	NO CREDIT
0 - 269 = F	NO CREDIT

Paper Policy:

- All papers must be typed unless otherwise mentioned. Papers that are not typed will be docked one full grade.
- All papers must follow MLA format.
- Papers are due at the **beginning** of class on dates assigned.
- You are allowed only one late paper for the semester. If you choose to turn in a paper late, it must be turned in within one week of the due date. Thus, if a paper is due on a Monday and you do not turn it in, you will have until the following Monday to turn in the paper. Being absent from a class does not excuse a student from this policy. **Remember: You are allowed only one late paper for the semester.**
- Essays/assignments cannot be left in my box **unless** discussed with me **before** the due date.

Essential Information:

- Roll is taken every day. Excessive absences may result in the instructor dropping you from the course. (I consider three absences excessive.) I do not distinguish between excused and unexcused absences.
- Aside from the policy regarding late paragraphs and essays, no late work is accepted and no make-ups are allowed.
- It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc... Missing a class does not excuse you from this responsibility. (i.e., If due dates

for assignments are given or changed, new assignments are given, etc. . . it is **your** responsibility to find out and adhere to the newest information.)

- ❑ It is the student's responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded. (As an instructor, I have the option at various times during the semester to drop a student. Should a student not be attending regularly, I will drop said student at that time.)

Helpful Hints:

- ❑ Always keep a copy of each writing assignment. This protects you if the instructor should happen to lose one of your papers. (For this course, you should have all writing assignments saved on your diskette. Thus, be mindful of your disk!)
- ❑ Keep track of your points. You should save all of your work until the end of the semester so you can double check the addition of the instructor.
- ❑ Should you discover that you are unable to regularly attend class for whatever reason, it is imperative that you discuss this with the instructor as soon as possible. Telling the instructor of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.

Important Dates:

Holiday/Labor Day	Monday, September 7
Final Drop Day	Friday, October 16
Holiday/Veterans' Day	Wednesday, November 11
Holiday/Thanksgiving	Thursday/Friday, November 26-27
Fall Session Ends	Friday, December 18

Section 1457 Final: Wednesday, December 16 (10:30-12:30 p.m.)

Section 1456 Final: Wednesday, December 16 (1:00 - 3:00 p.m.)

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A few quotes* to get us started and to aid us on our journey:

- "You write a hit play the same way you write a flop." William Saroyan
- "It's not wise to violate the rules until you know how to observe them." T.S. Eliot
- "Get black on white." Guy de Maupassant
- "For God's sake, keep your eyes open. Notice what's going on around you." William Burroughs

*Quotes taken from John Winokur's Writers on Writing. Philadelphia: Running Press Book Publishers, 1990.

ENGLISH 50 / FALL 1998 / GRADE RECORD

Class Journals (40): — — — —

Homework (35): — — — — —

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Quizzes (10): 1 ____ 2 ____ 3 ____ 4 ____

5 ____ 6 ____ 7 ____ 8 ____

9 ____ 10 ____ 11 ____ 12 ____

Vocabulary (100): 1 ____ 2 ____ 3 ____

4 ____ 5 ____

Paragraphs (30): 1 ____ 2 ____ 3 ____

4 ____ 5 ____ 6 ____

Essays (80): 1 ____ 2 ____ 3 ____ 4 ____

Exams (100): 1 ____ 2 ____ 3 ____

4 ____ 5 ____

Final (50): —

Library Card (5): —

ENGLISH 56 / FALL 1998
Section 1457 (11:00 - 11:50)
TENTATIVE SCHEDULEWATCH FOR POSSIBLE CHANGES**

WEEK	Monday (SOC 31)	Tuesday (INC 1)	Wednesday (SOC 31)	Thursday (SOC 31)
08-17	Introduction	Computer Introduction		Paragraph #1 Due
08-24				Paragraph #2 Due
08-31			Test #1	Paragraph #3 Due
09-07	Holiday--Labor Day			Paragraph #4 Due
09-14		Vocabulary #1 Due		Paragraph #5 Due
09-21			Test #2	Paragraph #6 Due
09-28				
10-05		Vocabulary #2 Due		Essay #1 Due
10-12			Test #3	
10-19				
10-26		Vocabulary #3 Due		Essay #2 Due
11-02				
11-09			Holiday--Veterans' Day	Test #4
11-16		Vocabulary #4 Due		Essay #3 Due
11-23				Holiday-- Thanksgiving
11-30		Vocabulary #5 Due		
12-07			Test #5	Essay #4 Due
12-14	FINALS WEEK	FINALS WEEK	FINALS WEEK	FINALS WEEK

ENGLISH 56 / FALL 1998
Section 1456 (2:00 - 2:50)
TENTATIVE SCHEDULEWATCH FOR POSSIBLE CHANGES**

WEEK	Monday (BUS 43)	Tuesday (SOC 36)	Thursday (SOC 36)	Friday (INC 1)
08-17	Introduction			Computer Introduction Paragraph #1 Due
08-24				Paragraph #2 Due
08-31			Test #1	Paragraph #3 Due
09-07	Holiday--Labor Day			Paragraph #4 Due
09-14		Vocabulary #1 Due		Paragraph #5 Due
09-21			Test #2	Paragraph #6 Due
09-28				
10-05		Vocabulary #2 Due		Essay #1 Due
10-12			Test #3	
10-19				
10-26		Vocabulary #3 Due		Essay #2 Due
11-02				
11-09			Test #4	
11-16		Vocabulary #4 Due		Essay #3 Due
11-23			Holiday--Thanksgiving	Holiday
11-30		Vocabulary #5 Due		
12-07			Test #5	Essay #4 Due
12-14	FINALS WEEK	FINALS WEEK	FINALS WEEK	FINALS WEEK