

## English 52 Writing Improvement Spring 2000

Instructor: Mrs. Jan Reyes, Forum 8 (638-3641, ext. 3262)

Office Hours: Tuesday, Wednesday, and Friday from 12 to 1 p.m.

The class meets four days a week, Monday through Thursday. One day per week we will work in the INC computer lab.

### INTRODUCTION TO THE CLASS

English 52 is designed to help you improve your writing skills. Since writing does not exist by itself, all the language skills--speaking, listening, reading, and writing--are important in this class. You will have many opportunities to develop and improve. If you work every day on assignments, trying to write more clearly and edit more carefully, you should see real improvement in your writing skills this semester.

### TEXTBOOK AND ACTIVITIES

Our textbook is The Very Least You Should Know about English Writing Skills, by Teresa F. Glazier.

You will work from the book both in class and outside class, so it's important that you buy this book soon. We will also work on spelling and vocabulary and will have many opportunities to practice writing skills and develop the writing process, from the first idea to the finished paper. You are required to work in the computer lab on lab days.

In addition to the textbook, you will need a good college dictionary. The bookstore sells good paperback ones. You'll also need a binder, binder paper, pencils, pens, and two computer disks.

### REQUIREMENTS FOR PASSING THE CLASS

English 52 is a credit/no credit class. To earn credit in English 52, you must do the following:

1. Complete eighteen writing assignments with a score of 'PASS.'
2. Pass the quizzes and tests in the class.
3. Read one of your essays (or have it read) at least once at a Writers' Table.
4. Write a final essay examination earning a score of 'PASS'.

The writing assignments may be revised and rewritten. The topics will provide choices and will be based, most of the time, on your own experiences and interests. You are also required to pass the tests over the grammar work for class. Usually you have more than one chance to pass a test on each section. Your attendance and class participation are important for your writing improvement and for the improvement of others' writing! You will be reading and discussing each others' work.

When you have completed English 52, you will earn CREDIT in the class if you meet the requirements. If you do not finish all the assignments or pass the tests well enough, you will earn NO CREDIT. If you earn no credit, you should plan to take the class again to gain more skill. If you earn credit, you are eligible to take English 25, the English class which meets the RC requirement for graduation and for eligibility for English 1A, the transfer class.

The college attendance policy will be followed: **Anyone missing eight days of class may be dropped from class.**

## MIDTERM EVALUATION AND DROP DATE

This semester, the drop date is Friday, March 10. If you want to drop the class without a penalty, you should do so by March 10. However, because this is a credit/no credit class, you cannot get an F in this class. If you are learning useful writing skills, you may choose to stay in class and learn as much as you can even if you are not doing very well at midterm. If before the end of the ninth week you have completed at least five writing assignments and had them accepted for filing in your folder and have passed all the tests, you are probably on track for success in this class.

## EXPECTATIONS

1. Attend regularly and be on time. Be sure to bring the necessary books and papers with you.
2. Be ready to share your writing with others in class and to work on editing skills.
3. Meet the deadlines and get papers in on time. Do not expect to hand several papers in at the final exam and get credit for them.
4. Let me know if you know you will be absent, and keep in touch if illness or family reasons keep you out of class.
5. Ask questions when anything we are doing in class seems unclear or confusing.

## SCHEDULE

Follow the topical outline for the course. Your instructor will also remind you of test dates and due dates.

Have a good semester.

<u>Week</u>	<u>Date</u>	<u>Topic</u>	<u>Pages</u>	<u>Other</u>
1	Jan. 10-14	Introduction Spelling; Words Confused Writing Assignment #1	1-3; 3-13; 203	Handouts; Notebook Guide
2	Jan. 18-21	Words Confused Contractions Part 4: Writing	13-22; 23-29; 199-202	
3	Jan. 24-28	Possessives Presenting Your Work Writing Assignment #2	30-35; 218-219 203;	Writers' Table
4	Jan 31-Feb. 4	Review of Possessives and Contractions Doubling the Final Consonant Writing Assignments #3 and #4	36-37; 38-39; 203-206	Test #1
5	Feb. 7-11	Using a Dictionary Parts of Speech Writing Assignment #5	42-46; Handouts 207	Writing Assign- ments 1-3 DUE
6	Feb. 14-17	Finding Subjects and Verbs Organizing an Essay Writing Assignments #6 and #7	47-54; 208-211; 207-208; 211	Test #2
6 <sup>th</sup> WEEK PROGRESS REPORT BASED UPON ESSAYS 1-3 AND TESTS 1 AND 2				
7	Feb. 22-25	Locating Prepositional Phrases Supporting with Details Writing Assignment #8	54-59; 211-214; 214	Writing Assign- ments 4-7 DUE
8	Feb. 28-Mar. 3	Understanding Dependent Clauses Writing Assignment #9	60-66; 214	Test #3
9	Mar. 6-10	Correcting Fragments Writing Assignment #10	67-73; 216-217	Writers' Table
LAST DAY TO DROP IS FRIDAY, MARCH 10				
10	Mar. 13-17	Correcting Run-On Sentences Revising Your Paper Writing Assignment #11	74-80; 214-216; 217-218	Writing Assign- ments 8 & 9 DUE
11	Mar. 20-24	Review of Fragments and Run-Ons Comma Rules 1-3 Writing Assignment #12	80-81; 164-170; 218	Writers' Table
12	Mar. 27-31	Comma Rules 4-6 Writing Assignment #13	171-178; 218	Writing Assign- ments 10-11 DUE
13	Apr. 3-7	Identifying Verbs in Phrases Writing Assignment #14	82-87; 218	Test #4
14	Apr. 10-14	Using Standard Verbs Writing about What You Read Writing Assignment #15: Reaction Paragraph	88-94; 219-220	Writing Assign- ments 12-14 DUE
SPRING BREAK IS APRIL 15-23				
15	Apr. 24-28	Using Regular and Irregular Verbs Writing Assignment #16: Coming to Your Own Conclusions	94-102;	

16 May 1-5 Writing Assignment #17: 100-Word Summary

Test #5

Writers' Table

17 May 8-12 Writing Assignment #18: Self-Evaluation

Writing Assignments 15-18  
DUE

Writers' Table

18 May 15-19 FINAL EXAM WEEK: Our exam is Tuesday, 5/16, from 8 a.m. to 10 a.m.