

ENGLISH 105- 53530
GRAMMAR AND PUNCTUATION
SPRING 2011

T*TH 1:00-2:15 (CC1 201)

Grammar is a piano I play by ear. All I know about grammar is its power.

[JOAN DIDION](#)¹

<p>Instructor: Ms. C. Karle Office: A-Annex #4 Office #: 638-3641 ext. 3421 E-mail: carey.karle@reedleycollege.edu</p>	<p><u>Office Hours</u> Monday 10:00-12:00 Tuesday - No Office Hours Wednesday 10:00-11:00 Thursday - No Office Hours Friday 10:00-11:00</p> <p>As Arranged</p>
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Course Description:

English 105 is a course focused on the elements of basic sentence structure including appropriate punctuation. The purpose of this course is to train students to analyze sentence structure in their own writing. After learning the underlying principles of grammar and punctuation, students must demonstrate written proficiency. The assignments and class participation, therefore, will be in problem-solving format requiring synthesis and comparison.

Course Outcomes:

Upon completion of this course, students will be able to:

- A. Construct simple, compound, complex, and compound/complex sentences.
- B. Differentiate between phrases and clauses.
- C. Assess and analyze sentence structure in their writing. After learning the underlying principles of grammar and punctuation, students will be able to demonstrate written proficiency and be able to perform problem-solving formats requiring synthesis and comparison.

¹ Brainy Quote. 7 Jan. 2010. <http://www.brainyquote.com/quotes/keywords/grammar.html>

Course Objectives:

In the process of completing this course, students will:

- A. Analyze English sentences, identifying parts of speech and functions of the parts of speech.
- B. Review a variety of sentences including those of a complex nature, using subordination, coordination, and modification.
- C. Demonstrate skill in using conventional punctuation.

Course Content Outline:**I. Grammar**

- A. The eight parts of speech (nouns, verbs, etc.)
- B. The function of the eight parts of speech (subjects, predicates, direct objects, etc.)
- C. Phrases vs. Clauses
- D. Types of clauses
 1. Independent (main)
 2. Dependent (subordinate)
- E. Sentence types
 1. Rhetorical types
 2. Grammatical types

II. Punctuation

- A. Commas
- B. Semicolons
- C. Apostrophes
- D. Dashes
- E. Quotation marks

III. Avoiding Faulty Sentences

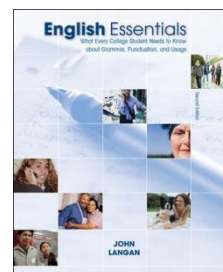
- A. Fragments
- B. Run-ons
- C. Comma splices

IV. Writing Better Sentences

- A. Sentence Combining
- B. Subject-Verb agreement
- C. Using pronouns appropriately
- D. Eliminating wordiness
- E. Eliminating redundancy
- F. Dangling or misplaced modifiers

Required Text:

Langan, John and Beth Johnson. *English Essentials: What Every College Student Needs to Know about Grammar, Punctuation, and Usage*. Boston: McGraw-Hill, 2008.



Required Materials:

- ❑ Loose-leaf lined paper—paper with torn edges is not accepted
- ❑ 3 x 5 index cards

Required Course Work:

Class Participation	Required
Homework	25%
Quizzes	25%
Midterm	25%
Final	25%

Grading Scale:

90 – 100% = A
80 – 89% = B
70 – 79% = C
60 – 69% = D
0 – 59% = F

Class participation is defined as reading the 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.

During the course of the semester you may be asked to do several in-class assignments that ask you to analyze sections of reading and/or writing assignments or elaborate your thinking through writing in response to class discussions. These in-class writings will ask you to utilize your ability to write under pressure—a common academic challenge. These assignments will also count as part of your homework grade.

When figuring your final homework grade, I will drop the three lowest homework scores and average the remaining scores. A missed homework assignment is equal to a zero. No make-up of homework is allowed. However . . .

Late Passes! You will be given three (3) late passes to use on any homework assignment. If you are absent the day an assignment is due, you can use a late pass and turn in the assignment (without penalty) at the beginning of the next class. You can also use a late pass if you just need an extra day to complete the homework assignment. The late pass is for one class session only and does not take the place of the assignment . . . it just gives you an extra class session to complete it. Late passes cannot be used for homework missed during a class period or for work missed over the course of two or more classes. When you use a pass, fill out the pass and staple it to the front of the assignment. **DO NOT LOSE YOUR PASSES.** Replacement passes will not be given out and passes cannot be shared. Once you use your three passes, you are done.

When figuring your final quiz grade, I will drop the two lowest quiz scores and average the remaining scores. A missed quiz is equal to a zero, and no make-ups are allowed.

Homework Policy:

- ❑ Homework assignments are due at the **beginning** of class on dates assigned. Being absent does not excuse you from a due date. If you cannot attend class, get your work in to me before the due date. You can, of course, use a late pass—refer to Late Passes information above.
- ❑ Should I discover while reading your homework that you have not put forth a serious effort, you will receive a zero for the assignment.

Attendance Policy:

- ❑ Roll is taken every day within the first five minutes of class.
- ❑ I do not distinguish between excused and unexcused absences.
- ❑ It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc... This means that being absent is not an excuse for not knowing what is happening in class. Always come to class prepared—even after an absence.
- ❑ All appointments, interviews, meetings with counselors should be scheduled outside of class time. If you work, inform your employer of your class schedule.
- ❑ I consider an unprepared student as absent.
- ❑ If you have four absences by the end of the ninth week, you will be dropped from the course at the instructor's discretion.

Plagiarism and Cheating:

If it is discovered that you have cheated or plagiarized on an assignment, you will receive a failing grade on that assignment and perhaps a failing grade in the class. For more information about plagiarism and cheating, refer to the spring 2011 schedule of classes.

Essential Information:

- ❑ It is your responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded.
- ❑ If you carry a cell phone, you **MUST** set the phone/pager on vibrate or turn the phone off during class. **AND** you **MUST** put the phone in your book bag, purse, or pocket. You do not need to look at your phone during class.
- ❑ Keep track of your work. You should save all of your work until the end of the semester so you can double check the grade recorded.

Student Conduct:

You are expected to behave in a manner that is respectful to others and conducive to learning. You are expected to interact with each other respectfully and to work cooperatively and constructively in group and partner activities and assignments.

You will get out of this class as much as you put in to it. My job is to help you better understand basic sentence structure and use this knowledge to become better writers. I truly care about your success and will do whatever I can to help you. However, the final responsibility is yours.

Accommodations for Students with Disabilities:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disability Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Important Dates:

January 17	(M)	Martin Luther King, Jr. Day – No Classes, Campus Closed
January 21	(F)	Last day to drop a full-term class for a refund
January 28	(F)	Last day to register for a full-term class
January 28	(F)	Last day to drop a fall full-term class to avoid a “W”
February 11	(T)	Last Day to change a fall class to/from Pass/No Pass grading basis
February 18	(F)	Lincoln Day – No Classes, Campus Closed
February 21	(M)	Washington Day – No Classes, Campus Closed
March 11	(F)	Last day to drop a full-term class (letter grades assigned after this date)
April 18-22	(M-F)	Spring Recess – No Classes
May 16-20	(M-F)	Final Exams week

Final**Tuesday, May 17, 2011****1:00-2:50**

***This time/day will not be changed to accommodate holiday or travel arrangements or employment schedules.
Do not arrange travel during finals week.***