

REEDLEY COLLEGE

**SPECIAL POINTS OF INTEREST:**

English 105: 53530  
Tuesday/Thursday 1:00-2:15  
CCI 201

**Ms. Karle's Contact Information**

Phone:  
638-3641 ext. 3421  
Email:  
carey.karle@reedleycollege.edu

**Ms. Karle's Office/Hours**

A-Annex, Room 4  
Monday 10:00-12:00  
Wednesday 10:00-11:00  
Friday 10:00-11:00

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# English 105

## Grammar and Punctuation

ENGLISH 105:  
SECTION 53530

INSTRUCTOR: MS. KARLE

### 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

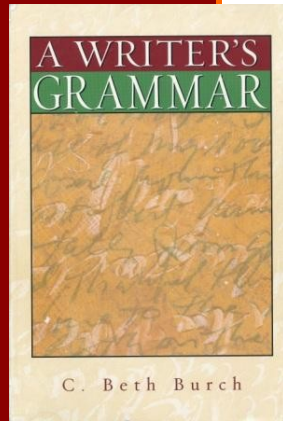
- Upon completion of this course, students will be able to:
- A. Construct simple, compound, complex, and compound/complex sentences.
  - B. Differentiate between phrases and clauses.
  - C. Assess and analyze sentence structure in their writing. After learning the underlying principles of grammar and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

### 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 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



A copy of the text is on reserve in the library

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

Study and complete all homework assignments to ensure success

## Required Text and Supplies

Burch, Beth C. *A Writer's Grammar*. New York: Longman, 2003.  
3x5 index cards  
Loose leaf lined paper

## Required Course Work

| Required Course Work | Required |
|----------------------|----------|
| Class Participation  | Required |
| Homework             | 20%      |
| Quizzes              | 25%      |
| Midterm              | 25%      |
| Final                | 30%      |

## Grading Scale

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

## Details of Grading

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 (3) lowest homework scores and average the remaining scores. A missed homework assignment is equal to a zero. **No make-up of homework is allowed—even if you are**

**absent. If you are absent, then homework should be emailed to me no later than 1:00 PM on the day an assignment is due. You are also responsible for any work due when you return from your absence.**

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—as noted 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 are absent the first day of the semester, you will be dropped.
- If you attend the first class of the semester, but you are absent the second day—and you do not contact me prior to class—you will be dropped.
- If you have four absences by the end of the ninth week, you will be dropped from the course at my discretion.

WHAT THAT BOOK DOES FOR ME IS GIVE ME THE TOOLS IN THE SAME WAY THAT I HAD THE TOOLS WHEN I LEARNED THE REGULAR SCALES OR THE ALPHABET. IF YOU GIVE ME THE TOOLS, THE SYNTAX, AND THE GRAMMAR, IT STILL DOESN'T TELL ME HOW TO WRITE ULYSSES. — DAVID BAKER

## 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.
- All cell phones MUST be turned off or silenced 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.
- All iPods or similar devices are to be off and put into books bags, purses, pockets, etc. during class. It is not acceptable to listen to music 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.

## Plagiarism

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 2012 schedule of classes.

## 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.



**If you need assistance, you need to take action and utilize the sources available on campus.**



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# 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.

"No iron can pierce the heart with such force as a period put just at the right place."—Isaac



# Important Dates

|             |       |   |
|-------------|-------|---|
| January 16  | (M)   | Martin Luther King, Jr. Day observed (no classes held, campus closed)       |
| January 20  | (F)   | Last day to drop a full-term class for a refund                             |
| January 27  | (F)   | Last day to register for a full-term spring class                           |
| January 27  | (F)   | Last day to drop a fall full-term class to avoid a "W"                      |
| February 10 | (F)   | Last day to change a fall class to/from a Pass/No-Pass grading basis        |
| February 17 | (F)   | Lincoln Day observed (no classes held, campus closed)                       |
| February 20 | (M)   | Washington Day observed (no classes held, campus closed)                    |
| March 9     | (F)   | Last day to drop a full-term class (letter grades assigned after this date) |
| April 2-7   | (M-F) | Spring Recess (no classes held)   |
| May 14-18   | (M-F) | Final exams week  |

## FINAL

Thursday, May 17th  
 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.*



**Remember, finals week is part of the semester!**