

English Professor  
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**Office Hours:**

**Monday 11:00-11:50**

**Tuesday 11:00-11:50**

**Wednesday 11:00-11:50**

*And by mutual appointment*

**Friday 8:00-8:50 VIRTUAL—**

**Email Only**

Grammar is the logic  
of speech, even as  
logic is the grammar  
of reason.

Richard C. Trench

"What I know about  
grammar is its  
infinite power. To  
shift the structure  
of a sentence alters  
the meaning of that  
sentence."

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# English 105: Spring 2015 Grammar and Punctuation Spring 2015

**Tuesday 12:00-1:15 (SOC 35)**  
**Thursday 12:00-1:15 (HUM 62)**

## Course Description

English 105 provides a deeper understanding of grammar and sentence structure. Students move from learning the parts of speech to critical analysis of longer, more complex sentence structures. Furthermore, the course assists students in applying grammar skills to their own writing. This course is recommended for students leaving English 252 who are still struggling with grammar and who are entering English 125.



## Course Outcomes

*Upon complete of this course, students will be able to:*

1. Construct simple, compound, complex, and compound/complex sentences.
2. Recognize and correct sentence errors, including but not limited to:
  - ⇒ Run-on sentences (comma splices and sentence fuses)
  - ⇒ Fragments
  - ⇒ Subject-Verb Agreement
  - ⇒ Pronoun Errors
  - ⇒ Dangling and misplaced modifiers
  - ⇒ Punctuation errors
3. Assess and analyze sentence structure in their writing.

## Course Objectives

*In the process of completing this course, students will:*

1. Practice identifying parts of speech and understand the functions of the parts of speech.
2. Review a variety of sentence types and practice constructing different sentence types using coordination, subordination, and modification.
3. Practice using punctuation correctly.
4. Differentiate between phrases and clauses.
5. Discuss and compare word and sentence construction choices for their effectiveness in a piece of writing.
6. Learn and apply the underlying principles of grammar and punctuation.
7. Demonstrate written proficiency.
8. Conceptually understand sentence construction choices.

Then suddenly, he was struck by a powerful but simple little truth, and it was this: that English grammar is governed by rules that are almost mathematical in their strictness!

— Roald Dahl, *The Great Automatic Grammatizator And Other Stories*

## Lecture Content

1. Parts of Speech
  - a. The eight parts of speech
    - i. Noun
    - ii. Verb
    - iii. Adjective
    - iv. Adverb
    - v. Preposition
    - vi. Pronoun
    - vii. Conjunction
    - viii. Interjection
  - b. The function of the eight parts of speech
    - i. Subjects
    - ii. Predicates
    - iii. Direct and Indirect Objects
    - iv. Subject Complement
    - v. Adjectives
    - vi. Adverbs
    - vii. Nouns
2. Sentence Parts
  - a. Types of Phrases
    - i. Prepositional
    - ii. Gerunds
    - iii. Infinitive
    - iv. Participle
3. Sentence Types
  - a. Rhetorical
    - i. Declaratives
    - ii. Interrogative
    - iii. Exclamatory
    - iv. Imperative
  - b. Grammatical
    - i. Simple
    - ii. Compound
    - iii. Complex
    - iv. Compound/complex
4. Punctuation
  - a. Commas
  - b. Semicolons
  - c. Colons
  - d. Apostrophes
  - e. Dashes
  - f. Quotation marks
5. Sentence Errors
  - a. Fragments
  - b. Run-ons (sentence fuses and comma splices)
  - c. Subject-Verb agreement
  - d. Verb tense
  - e. Pronoun antecedent agreement
  - f. Pronoun usage
  - g. Commonly confused words
  - h. Dangling or misplaced modifiers
  - i. Parallelism
  - j. Eliminating wordiness and redundancy
6. Combining
  - a. Words
  - b. Phrases
  - c. Clauses

## Required Text and Supplies

Hogan, Gina Baaklini. *Building Better Grammar*. Australia: Wadsworth Cengage Learning, 2013.

3x5 index cards

Loose leaf lined paper

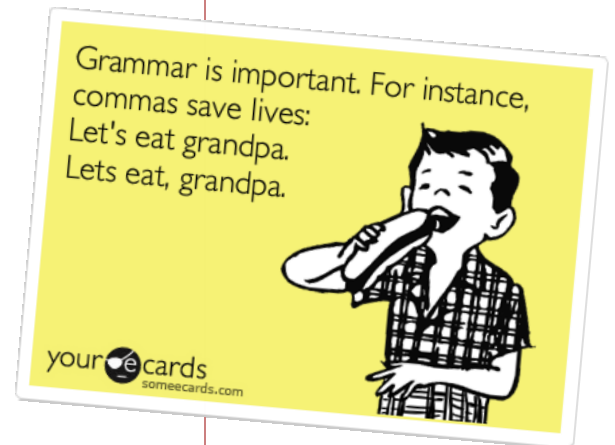


## Required Course Work

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 12:00 noon 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 (2) lowest quiz scores and average the remaining scores. A missed quiz is equal to a zero, and no make-ups are allowed.

*Study and complete  
all homework  
assignments to  
ensure success*

## TOP TEN SPELLING PEEVES

1. "YOUR" AND "YOU'RE" ARE NOT THE SAME WORDS.
2. THE CONTRACTION OF "COULD HAVE" IS NOT SPELLED "COULD OF."
3. "THEN" SHOWS SEQUENCING OF EVENTS. "THAN" IS USED FOR COMPARISON.
4. MOST OF THE TIME, "AFFECT" IS A VERB, AND "EFFECT" IS A NOUN.
5. "THERE," "THEY'RE," AND "THEIR" ARE COMPLETELY DIFFERENT WORDS.
6. "TO," "TOO," AND "TWO" ARE ALSO COMPLETELY DIFFERENT WORDS.
7. D-E-F-I-N-I-T-E-L-Y—THERE IS DEFINITELY NO 'A' IN THAT WORD.
8. YOUR PANTS ARE "LOOSE." YOU "LOSE" YOUR KEYS.
9. YOU "BEAR" WEIGHT WITH YOUR "BARE" HANDS.
10. "A LOT" IS ALWAYS TWO WORDS.



**THE FLESH OF  
PROSE GETS  
ITS SHAPE  
AND  
STRENGTH  
FROM THE  
BONES OF  
GRAMMAR.**

~CONSTANCE HALE

## 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 on page three (3).
- ⇒ 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 miss any classes for the first four weeks of the semester, 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.

An English professor wrote the words:

**'A woman without her man is nothing'**

on the chalkboard and asked his students to punctuate it correctly.

All of the males in the class wrote:

**'A woman, without her man, is nothing.'**

All the females in the class wrote:

**'A woman: without her, man is nothing.'**

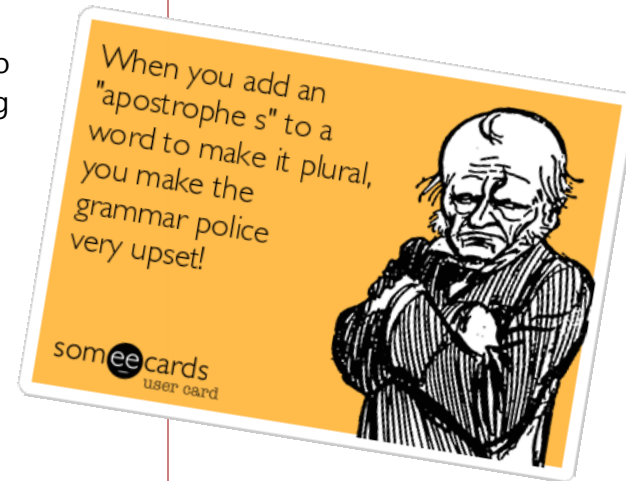
Punctuation is powerful.

## 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.

*A preposition is a  
terrible thing to  
end a sentence  
with.*

— Winston S.  
Churchill



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



## 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.*

## Important Dates

January 19	(M)	Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 23	(F)	Last day to request an Enrollment Fee Refund
January 30	(F)	Last day to add a full-term class for Spring 15
January 30	(F)	Last day to drop a fall full-term class to avoid a "W" (in person) for Spring 2015
February 1	(SU)	Last day to drop a full-term class to avoid a "W" (on WebAdvisor) for Spring 2015
February 6	(F)	Last day to change a class to/from a Pass/No-Pass grading basis
February 13	(F)	Lincoln Day observed (no classes held, campus closed)
February 16	(M)	Washington Day observed (no classes held, campus closed)
March 13	(F)	Last day to drop a full-term class (in person) letter grades assigned after this date)
March 30-April 1	(M-F)	Spring Recess (no classes held)
May 18-22	(M-F)	Final exams week

## FINAL

**Thursday, May 21st 12:00-1:50**

***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!