**English 250: Basic Writing**

**Spring 2015**

**Reedley College**

Instructor: Sarah Raynor Section: 556199

Email: sarah.raynor@reedleycollege.edu Location: CCI202

Office Hours: by appointment Time: M-Th 1-1:50pm

**Course Description:**

In this course, students will work on getting used to and comfortable with writing and discovering ways to express their ideas to others. Students will develop an understanding of sentence and paragraph structure while beginning to write essays. They will also find and correct grammatical errors and get used to using computer word processors for writing.

This course is a companion to reading course ENGL 260 and prepares students for ENGL 252 or ENGL 130. Students must satisfactorily complete written course

work to receive credit.

**Required Texts:**

* *English Essentials: Short Version*, by John Langan (Townsend Press)
* *Ready to Write 3: From Paragraph to Essay*, Third Edition, by Karen Blanchard (Pearson)

**Required Course Materials:**

* Black/blue ink pens or pencil (ink is preferred for the final exam)
* A notebook or composition book (**you will be doing LOTS of free-writing in class)**
* 8 ½ X 11 blue book for the final exam

**Required Access:**

* Access to Blackboard and Reedley email account
* Access to a computer with a word processor
* Access to working printer

Student Learning Outcomes:

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

* Write multiple essays of at least 600 words with multiple body paragraphs. These essays will include:
  + a focused main idea
  + unified details which support the main idea
  + complete sentences
  + the use of appropriate academic language
  + correct usage of MLA format
* Plan and revise both take home and timed writing assignments with guidance, employing all stages of the writing process when necessary.

Objectives:

In the process of completing this course, students will:

* Write paragraphs with topic sentences, supporting sentences, and concluding sentences.
* Use appropriate examples to support ideas.
* Write paragraphs that demonstrate unity.
* Begin to use transitions appropriately.
* Begin to understand how to write an introduction and conclusion.
* Work on basic grammar: parts of speech, parts of a sentence (subject, verbs), subject-verb agreement, and punctuation.
* Begin to understand how to write an in-class paragraph.
* Complete the writing process which includes prewriting, planning, writing, revising, and editing.
* Select the appropriate audience, paying attention to word choice and avoiding slang and instant messaging abbreviations.

Lecture Content:

* Using the Writing Process
  + Using prewriting strategies
  + Selecting and limiting topics
  + Drafting paragraphs and essays
  + Revising paragraphs and essays
  + Proofreading paragraphs and essays
* Thinking Critically
  + Relating all details to the main point
* Developing Fluency
  + Experiencing a variety of writing encounters
  + Choosing from a variety of accessible topics for writing
  + Experiencing a non-threatening atmosphere for writing
* Discovering Purpose and Audience
* Becoming aware of the academic audience
* Discovering Voice
* Beginning to use formal, academic language
* Avoiding common diction problems such as the use of slang or instant messaging abbreviations
* Controlling Errors in Grammar, Usage, and Mechanics
* Beginning to discover and correct errors in their writing
* Formatting and Documenting Essays
* Using correct MLA formatting
* Avoid plagiarism
* Use correctly formatted in-text citations and works cited pages

**Grading**

**Journal (300 pts):**

Throughout the course of the semester, you will be logging your assignments and free-writes in a singular notebook or composition book. I will collect this notebook at the end of the semester.

**Workbooks (300 pts):**

Your workbooks, *English Essentials* and *Ready to Write*, are considered your homework. You will complete the exercises I assign you in the book, and I will collect these twice during the semester. The due dates will be listed on your schedule.

**Essays (300 pts):**

**Essay #1 Rough Draft: 50 pts**

**Essay #1 Final Draft: 50 pts**

**Essay #2 Rough Draft: 50 pts**

**Essay #2 Final Draft: 50 pts**

**Essay #3 Rough Draft: 50 pts**

**Essay #3 Final Draft: 50 pts**

**Midterm (50 pts):** Multiple choice grammar examination.

**Final (50 pts):** In-class essay.

**700-1000 = Passing**

**0-699 = Not Passing**

**Late Work:** I don’t accept late work. I will provide you with a schedule indicating when all papers and exams are due and in-class work is assigned, there is no reason why you should need to turn in late work. Plan accordingly with your other classes and give yourself time.

If you are unable to turn in an assignment or essay or show up to an exam because of an emergency, PLEASE let me know and I will make alternative arrangements for you.

**Attendance:** You must show up to pass this class. **More than 5 unexcused absences will result in a failing grade.** I am keeping track and will let you know when you reach your absence cap.

Furthermore, **do not be late**. If you are more than five minutes late, this will count as a tardy. **Three tardies equal an absence.** You are all functioning adults, so it is your responsibility to check the weather and plan your commute accordingly if there is going to be rain or fog.

**Preparedness:** This class functions upon its participants being prepared for in-class discussion. There is no excuse for coming to class without your textbooks or journal. I may do a book check at the beginning of class periods, and **I maintain the right to mark all unprepared students absent.**

**Plagiarism**: Besides immediately failing the assignment, you can get kicked out of school for **deliberate** plagiarism. Don’t risk it. **Inadvertent** plagiarism, meaning plagiarism on accident, is something we will be discussing in this course and will be dealt with accordingly.

**Technology:** You must have access to your Reedley email account and Blackboard. There are computer labs on campus. It is incredibly unlikely that I will ever want you to use personal or classroom-provided electronic devices for this class. Please leave all laptops and tablets in your bag or at home, and please silence your phones and keep them in your bag for the duration of our meetings.

**Disability:** If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please let me know ASAP.

**THIS SYLLABUS IS TENTATIVE, meaning that it is subject to revision. If I decide to revise the syllabus, you will be notified that a new draft is posted on Blackboard.**