

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Summer 2011

Type of Action:

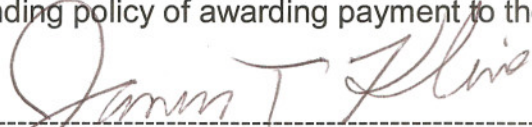
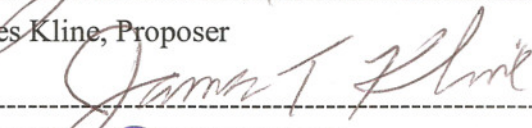
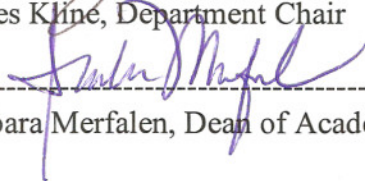
- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: EN 084

Course Title: Writing & Grammar Study II

Reason for initiating, revising, or canceling:

The reason for modifying this course guide is to comply with the schedule for periodic course guide review, and to include a statement concerning the long-standing policy of awarding payment to the instructor for a writing course.

	3-30-11
-----	Date
James Kline, Proposer	
	3-30-11
-----	Date
James Kline, Department Chair	
	5-31-11
-----	Date
Barbara Merfalen, Dean of Academic Programs and Services	

Northern Marianas College

Course Guide

Course: EN 084 Writing & Grammar Study II

1. Department

Languages and Humanities

2. Purpose

The purpose of this course is to upgrade the student's writing and grammar level to a score of 8 or higher as measured by the Final Essay Examination for EN 084, as well as to prepare him/her to achieve a 50+ on Part 2 of the NMC English Placement Exam. This course is for those students who have successfully completed EN 074, or who place into it initially.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required:

Folse, Keith S., Muchmore-Vokoun, A., and Solomon Vestri, E. *Great Paragraphs: An Introduction to Writing Paragraphs. Third Edition.* Boston, MA: Heinle/Cengage Learning, 2010.

Readability level: 6.0

Azar, Betty Schramper. *Fundamentals of English Grammar, Third Edition.* White Plains, NY: Longman 2003.

Readability level: 2.4

Recommended:

College-level English dictionary

B. Contact Hours

1. **Lecture:** 4 hours per week / 60 per semester
2. **Lab:** Recommended 45 hours per semester
3. **Other:** None

C. Credits

1. **Number:** 4
2. **Type:** Non-degree units

Northern Marianas College

Course Guide

Course: EN 084 Writing & Grammar Study II

D. Catalogue Course Description

This is an intermediate writing course for second language learners. It enables students to further develop the grammar and writing skills introduced in EN 074. Writing skills and grammar acquisition are emphasized in the context of writing assignments of approximately 150 words. Supplemental laboratory work in the Educational Enrichment Center is required and assigned by the instructor. Prerequisites: EN 074 or scores of 44-49 on Part 2 of the NMC Placement Test and at least 6 on the NMC Placement Essay.

E. Degree or Certificate Requirements Met by Course

None

F. Course Activities and Design

This course emphasizes guided writing, the acquisition of grammar, and the development of grammar mastery. Classroom activities include prewriting activities, writing activities, classroom interaction through group work, peer editing, and pair work in error analysis. There are also lectures and question and answer sessions on rhetoric, grammar, mechanics, and the writing process itself. Students may be required to write journals outside of class to improve their written fluency. In the Educational Enrichment Center, students utilize a variety of programmed materials that focus on grammatical skills and test-taking skills.

4. Course Prerequisite(s); Concurrent Course Enrollment;

Required English/Mathematics Placement Level(s)

Prerequisites: Successful completion of EN 074, or scores of 44-49 on Part 2 of the NMC Placement Test and at least 6 on the NMC Placement Essay.

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 4-credit course, textbook, dictionary, notebook for journal, and lab and instructional materials fees.

To the college: Salary of instructor for 4.5 credits, which includes four (4) course credits as well as one-half (0.5) additional credit for teaching a writing course.

Instructional resources needed for this course include chalk and chalkboard, TV, VCR, videotapes, overhead projector, transparencies, screen, photocopying, computer and printer.

Northern Marianas College

Course Guide

Course: EN 084 Writing & Grammar Study II

6. Method of Evaluation

Only P (Pass) or NP (No Pass) or TF (technical failure) grades are given in this NDU course. (TF is assigned only for excessive absences, i.e., > 9 absences.) NMC's grading and attendance policies will be followed.

7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

1.0 Writing Skills at the Sentence Level

1.1 Grammar and usage

- 1.1.1 Use of forms for declarative, negative and interrogative sentences
 - 1.1.1.1 Simple present tense (including "-s" ending)
 - 1.1.1.2 Present continuous tense
 - 1.1.1.3 Simple past tense (regular and irregular verbs)
 - 1.1.1.4 Present perfect
 - 1.1.1.5 Present perfect continuous
 - 1.1.1.6 Past continuous
 - 1.1.1.7 Past perfect
 - 1.1.1.2 Modal verbs ("must," "can," "should," "have to," "be able to")
 - 1.1.1.3 Subject-verb agreement
- 1.1.2 Use of correct article and determiner forms
- 1.1.3 Use of correct noun forms
 - 1.1.3.1 Proper nouns/common nouns
 - 1.1.3.2 Count nouns/non-count (mass) nouns
 - 1.1.3.3 Plural forms (regular nouns, irregular nouns)
- 1.1.4 Use of correct pronoun forms
 - 1.1.4.1 Personal pronoun (subject, possessive, object)
 - 1.1.4.2 Pronoun-noun agreement
- 1.1.5 Use of adjectives
- 1.1.6 Use of adverbs
 - 1.1.6.1 Adverbs of frequency
 - 1.1.6.2 Adverbs of location
 - 1.1.6.3 Adverbs of time
 - 1.1.6.4 Position of adverbs in a sentence
- 1.1.7 Use of prepositions of location
- 1.1.8 Use of conjunctions

Northern Marianas College

Course Guide

Course: EN 084 Writing & Grammar Study II

- 1.1.8.1 Coordinate conjunctions ("and," "but," "so")
- 1.1.8.2 Subordinate conjunctions ("when," "because")
- 1.1.9 Location of prepositional phrases
- 1.1.10 Sentences
 - 1.1.10.1 Simple
 - 1.1.10.2 Compound
 - 1.1.10.3 Complex
- 1.2 Mechanics
 - 1.2.1 Spelling
 - 1.2.1.1 Rules for adding "-ing" to verbs
 - 1.2.1.2 Rules for adding "-s" to verbs and nouns
 - 1.2.1.3 Rules for adding "-ed" to verbs
 - 1.2.1.4 Rules for word division
 - 1.2.1.5 Effect of the final "e" on word
 - 1.2.2 Capitalization
 - 1.2.2.1 Initial letter of sentences
 - 1.2.2.2 Proper nouns
 - 1.2.2.3 Important words in titles
 - 1.2.3 Punctuation
 - 1.2.3.1 Period (after affirmative and negative sentences)
 - 1.2.3.2 Comma (after transitions, introductory phrases, and in lists)
 - 1.2.3.3 Question mark (after interrogative sentences)
 - 1.2.3.4 Exclamation point
 - 1.2.3.5 Parentheses
 - 1.2.4 Editing/correction symbols
- 2.0 Writing Skills at the Paragraph Level
 - 2.1 Rhetorical skills
 - 2.1.1 Unity
 - 2.1.1.1 Titles
 - 2.1.1.2 Topic sentences
 - 2.1.1.3 Controlling ideas
 - 2.1.1.4 Major supports ("general")
 - 2.1.1.5 Minor supports ("specific")
 - 2.1.1.6 Conclusions
 - 2.1.2 Coherence
 - 2.1.2.1 Organization (logical listing, chronological, spatial, importance)
 - 2.1.2.2 Transitions (for major supports, conclusions)
 - 2.1.2.3 Pronoun use
 - 2.1.2.4 Recognizing irrelevant sentences

Northern Marianas College

Course Guide

Course: EN 084 Writing & Grammar Study II

2.1.3 Standard format for paragraphs

3.0 Writing Process Skills

3.1 Planning/prewriting

3.1.1 Generating questions and answers

3.1.2 Listing

3.1.3 Brainstorming

3.1.4 Free-writing

3.2 Organization

3.2.1 Grouping

3.2.2 Outlining (sentence outlines, quick outlines)

3.3 Adding minor supports

3.4 Editing

3.5 Revising

3.6 Proofreading

4.0 Modes of Discourse

Description

4.1 Definition

4.2 Process Analysis

4.3 Narration

4.4 Argumentation

5.0 Journal Writing

6.0 Critical Thinking

6.1 Differentiating between the general and the specific

6.2 Differentiating between fact and opinion

6.3 Generating opposing arguments

8. Instructional Goals

This course will introduce students to:

1.0 Sentence level writing skills required for writing academic discourse at the college level;

2.0 Paragraph level writing skills required for writing academic discourse at the college level;

3.0 Writing process skills required for writing academic discourse at the college level;

Northern Marianas College Course Guide

Course: EN 084 Writing & Grammar Study II

4.0 Modes of academic discourse; and

5.0 Critical thinking skills required for writing academic discourse at the college level.

9. Student Learning Outcomes

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

1.0 Write academic sentences using correct grammar and mechanics;

2.0 Compose and write concise, well-organized academic paragraphs;

3.0 Demonstrate an understanding of the writing process in formal academic assignments;

4.0 Demonstrate ability to write description, definition, process, narration, and argumentation paragraphs; and

5.0 Use critical thinking skills in academic writing.

10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

1.0 Grammar quizzes and homework assignments

2.0 Practice and final TOEFL (Part 2) score

3.0 Practice and final single and multiple paragraph essays on guided topics