ENG099
BASIC WRITING SKILLS II

3 credit hours

Revised Date: February 2010
by Susan Todd

Arts and Science Education
Dr. Mindy Selsor, Dean
ENG099 Basic Writing Skills II

I. CATALOG DESCRIPTION

A. Prerequisite: COMPASS writing skills score of 31-64, ASSET writing skills score of 34-39, ACT English score of 14-19, or ENG098 with a grade of “B” or better.

B. 3 semester hours credit

C. Basic Writing Skills II: Paragraph to Essay prepares students for English Composition I through comprehensive review and intensive drill in grammar, punctuation, and the fundamentals of English sentences and paragraphs. The course concludes with an introduction to the academic essay. Minimum Essentials Test modules and a final paragraph writing assessment are administered. Basic Writing Skills II: Paragraph to Essay is not applicable toward the associate degree. (F,S,Su)

I. EXPECTED LEARNING OUTCOMES AND ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
</table>
| Students write well-developed, unified, and coherent paragraphs. | Written paragraphs  
Online and written exercises in which students analyze paragraphs for development, unity, and coherence  
Final exit paragraph |
| Students will write a standard five-paragraph essay. | Written and online preparatory exercises  
Rough drafts  
Short essay |
| Students will read with a greater awareness of rhetorical techniques, including identifying thesis statements, identifying topic sentences, noting transitions between and within paragraphs, and recognizing patterns of development. | Class discussion  
Written exercises in which students analyze published writing.  
Written and oral peer response |
| Students will demonstrate college-level spelling, grammar, and punctuation skills. | Quizzes  
Online and written exercises  
Written and oral peer response  
Analysis of published writing  
Minimum Essentials Tests |
| Students will demonstrate fundamental computer literacy. | Completion of online exercises and quizzes  
Submission of word processed paragraphs and short essays |
III. OUTLINE OF TOPICS

A. Writing Correct Sentences
   1. Subjects and verbs
   2. Phrases and clauses
   3. Fragments and run-on sentences
   4. Punctuation
   5. Pronouns, modifiers, and parallelism

B. Composing Paragraphs
   1. Stages of the writing process
   2. Topic sentences
   3. Supporting details
   4. Transitions
   5. Rhetorical strategies (minimum of five of the following recommended)
      a. Illustration
      b. Description
      c. Narration
      d. Process
      e. Comparison and contrast
      f. Cause and effect
      g. Definition
      h. Classification

C. Transitioning to Essays
   1. Thesis statements
   2. Introductory and concluding paragraphs
   3. Unified, coherent, and adequately developed body paragraphs

IV. METHODS OF INSTRUCTION

A. Lecture/Discussion

B. Practice of grammar, punctuation, and usage skills

C. Analysis of paragraphs and essays for rhetorical patterns

D. Revision of paragraphs and essays

E. Collaborative reading and composition

V. REQUIRED TEXTBOOKS

*My Writing Lab* code for online access
VI. REQUIRED MATERIALS (STUDENT)

A. Textbooks

B. Writing materials

C. Flash drive/memory stick

VII. SUPPLEMENTAL REFERENCES

Interactive websites and online exercises

VIII. METHODS OF EVALUATION

A. Grammar and punctuation exercises and quizzes

B. Online Minimum Essentials Unit Tests - Students must pass four online tests with a minimum of 80% on each test. Students will have up to three attempts over the course of the semester to pass. If 80% has not been achieved after the third attempt, the student must repeat the course.

1. Test 1: Subjects, Verbs, Clauses
2. Test 2: Fragments and Run-ons
3. Test 3: Punctuation
4. Test 4: Pronouns, Modifiers, and Parallelism

C. Paragraphs and revisions

D. Five-paragraph essay and revision

E. Final exam: in-class exit paragraph

F. Grading Scale is as follows:
   A = 90-100
   B = 80-89
   C = 70-79
   D = 60-69
   F = 0-59

IX. ADA COMPLIANCE

Students who have needs because of a learning disability or other kinds of disabilities should contact the Access/ABILITY Office at (636) 797-3000 extension 169 or 158 and discuss accommodations with the instructor.
X. ACADEMIC HONESTY STATEMENT

If a student plagiarizes writing or cheats on an assignment or test, he or she will fail that assignment and may fail the entire course. Dishonesty is a gross violation of the academic honesty policy as stated in the Jefferson College Student Handbook and indicates a failure to meet the standards of this course.