COURSE OUTLINE

Chapters 1-19 (excluding Chapters 5, 17, and 18) in the textbook will be studied.

Each week’s assignments include reading chapters, completing chapter exercises, and writing paragraphs. Tests will be completed after each week’s assignments and paragraphs. Ask a Learning Center instructor to initial your folder before each test. Instructors will record your grades in your folder. A grade of 80% or better must be achieved on each test before proceeding to the next week’s assigned work. If an 80% or better is not achieved on a test, re-study the material and ask an English/Learning Center instructor to initial your folder so you may re-test in the Assessment Center. Continue this procedure until a grade of 80% or better is achieved on each week’s writing and test.

Writing Assignment Guidelines: Most of the weekly, suggested writing topics are too broad. So, as a writer, narrow your topic, brainstorm, etc. before writing. Consult your Learning Center instructor for assistance. Writing assignments consist of a rough draft and a revision/final copy. All writing assignments will be graded by a Learning Center instructor. All writing assignments will be revised and graded according to the FOW II Scoring Guide. Paragraphs must be revised with at least an 80% competency. Furthermore, all paragraphs must be typed, including the “pre-writing.” Also, from Week 6-15, additional ALONG THESE LINES’ chapters will be required for study and usage. Each chapter is designated in this course syllabus.

Coursework MUST BE COMPLETED IN THE ORDER designated on this syllabus. Show completed work to your instructor. The instructor will initial your syllabus to show the progression of your work.

Week 1: In the Assessment Center, hand-write a brief paragraph on one of the suggested topics:

➢ Describe your dream home.
➢ Briefly discuss your favorite movie.
➢ Describe your best quality.

Please Note: This pre-writing will not be graded but will be filed in your test folder.

Chapter 1: “The Simple Sentence”

 (Read and complete all Exercises 1-18, pp. 1-23.)
For every week complete all exercises, including the chapter test at the end of the chapter. Check your answers with the Instructor's Edition and review your work with the instructor.

 Writing Assignment 1:
This is a PowerPoint Presentation, which is entitled “Paragraph Structure”, and can be found by clicking on the icon on the English/Learning Center computers. Notes are recommended.

 Test #1: “The Simple Sentence” (Tests are given in the Assessment Center.)
Week 2:  Chapter 2:  “Beyond the Simple Sentence: Coordination”

_____ (Read and complete all Exercises 1-13, pp. 24-43.)

_____ Writing Assignment 2:
Select one of the following topics and type a paragraph:
➢ Describe the most irritating person you have ever met.
➢ Describe the kindest person you know.
➢ Describe a day your earth stood still.
This paragraph will be scored as “Pass or Fail” but carefully study the scoring guide, which will be used for grading, beginning Week 5.

_____ Test #2:  “Beyond the Simple Sentence: Coordination”

Week 3:  Chapter 3:  “Avoiding Run-on Sentences and Comma Splices”

_____ (Read and complete all Exercises 1-6, pp. 44-52.)

_____ Writing Assignment 3:
Select one of the following topics and type a paragraph:
➢ Describe what or who gives you inspiration?
➢ Cheating and plagiarism--Define them and explain why they are serious problems in American classrooms.
➢ Describe overcoming a difficult time in your life.
This paragraph will be scored as “Pass or Fail” but carefully study the scoring guide, which will be used for grading, beginning Week 5.

_____ Test #3:  “Avoiding Run-on Sentences and Comma Splices”

Week 4:  Chapter 4:  “Beyond the Simple Sentence: Subordination”

_____ (Read and do all Exercises 1-5, pp. 53-62.)

_____ Writing Assignment 4:
Select one of the following topics and type a paragraph:
➢ Describe the best thing that ever happened to you.
➢ Describe the worst pet you have ever owned.
➢ Describe your thoughts on cameras used for ticketing traffic violators.
This paragraph will be scored as “Pass or Fail” but carefully study the scoring guide, which will be used for grading, beginning Week 5.

_____ Test #4:  “Beyond the Simple Sentence: Subordination”

Week 5:  Chapter 19:  “Using Prepositions Correctly”

_____ (Read and do all Exercises 1-6, pp. 271-279.)

_____ Writing Assignment 5:
Ask your instructor for “Week 5: Writing Assignment: Finding the Structure of a Paragraph.” Read the paragraph and complete the attached worksheet and Fundamentals of Writing II Scoring Guide

_____ Test #5:  “Using Prepositions Correctly”
Week 6:  Chapter 6:  “Avoiding Sentence Fragments”

_____ (Read and do all Exercises 1-9, pp. 71-83.)

_____ Writing Assignment 6:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
- Where do you see yourself in five years?
- Describe one thing for which you are grateful.
- What is the best or worst television program and why?
All scoring guides must be attached to rough drafts and revisions.  See “Scoring Guide” for extra-credit points.  Read and use “Chapter 20” (283).

_____ Test #6:  “Avoiding Sentence Fragments”

Week 7:  Chapter 7:  “Using Parallelism in Sentences”

_____ (Read and do all Exercises 1-5, pp. 84-92.)

_____ Writing Assignment 7:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
- Describe a memorable holiday.
- Describe one of your happiest moments.
- If you could change one thing, describe what it would be and why.
Review and use ideas from “Chapter 20” (283).

_____ Test #7:  “Using Parallelism in Sentences”

Week 8:  Chapter 8:  “Using Adjectives and Adverbs”

_____ (Read and do all Exercises 1-12, pp. 93-105.)

_____ Writing Assignment 8:
This paragraph will be handwritten in the Assessment Center and will be graded by a Learning Center instructor.  Read and use ideas from “Chapter 25” (361).
Select one of the following topics and write a paragraph:
- Describe an incident of road rage.
- Describe how you would spend lotto winnings.
- Relate a story that has been passed down to you by older family members.

_____ Test #8:  “Using Adjectives and Adverbs”

Week 9:  Chapter 9:  “Correcting Problems with Modifiers”

_____ (Read and do all Exercises 1-7, pp. 106-116.)

_____ Writing Assignment 9:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
- Describe your dream home.
- Describe pros and cons of a college education.
- Describe your dream vacation.
As with “Week 8”, read and use ideas from “Chapter 25” (361).

_____ Test #9:  “Correcting Problems with Modifiers”
Week 10: Chapter 10: “Verbs: The Four Main Forms”

_____ (Read and do all Exercises 1-19, pp. 117-139.)

_____ Writing Assignment 10:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
➤ The ability to make people laugh is a talent.
➤ A good gift begins with thoughtfulness, not money.
➤ My __________ has more courage than anyone I know.
Read and use ideas from “Chapter 26” (387).

_____ Test #10: “Verbs: The Four Main Forms”

Week 11: Chapter 11: “More on Verb Tenses”

_____ (Read and do all Exercises 1-9, pp. 140-151.)

_____ Writing Assignment 11:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
➤ Describe your favorite sport.
➤ Missouri weather is unpredictable.
➤ Describe your favorite book.
Read and use ideas from “Chapter 26” (387).

_____ Test #11: “More on Verb Tenses”

Week 12: Chapter 12: “Verbs: Consistency and Voice”

_____ (Read and do all Exercises 1-8, pp. 152-161.)

_____ Writing Assignment 12:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
➤ Studying for a test
➤ Shopping for bargains
➤ Adopting the right pet
Read and use ideas from “Chapter 27” (407).

_____ Test #12: “Verbs: Consistency and Voice”

Week 13: Chapter 13: “Making Subjects and Verbs Agree”

_____ (Read and do all Exercises 1-16, pp. 162-181.)

_____ Writing Assignment 13:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
➤ Buying a gift for a friend
➤ Shopping for the right car or truck
➤ Searching for the right job
Read and use ideas from “Chapter 27” (407).

_____ Test #13: “Making Subjects and Verbs Agree”
Week 14:  Chapter 14:  “Using Pronouns Correctly: Agreement and Reference”

_____ (Read and do all Exercises 1-9, pp. 182-196.)

_____ Writing Assignment 14:
Select one of the following topics, type a paragraph, and utilize the scoring guide.
- Describe a proud moment.
- Describe a joyful time in your life.
- Describe why you would rather watch sports or participate in sports.
Read and use ideas from “Chapter 23” (319).

_____ Test #14:  “Using Pronouns Correctly: Agreement and Reference”

Week 15:  Chapter 15:  “Using Pronouns Correctly: Consistency and Case”

_____ (Read and do all Exercises 1-8, pp. 197-207.)

_____ Writing Assignment 15
Select one of the following topics, type a paragraph, and utilize a scoring guide.
- What is your career of choice? Explain “why” with examples.
- Write about a past or present best friend.
- Name one of your role models. What do you like about her or him?
Read and use ideas from “Chapter 23” (319).

_____ Test #15:  “Using Pronouns Correctly: Consistency and Case”

Week 16:  Chapter 16:  “Punctuation”

_____ (Read and do all Exercises 1-30, pp. 208-241.)

_____ Writing Assignment 16:
This paragraph will be handwritten in the Assessment Center and will be graded by a Learning Center instructor, using the scoring guide.
Select one of the following topics and write a paragraph:
- Describe one of your goals in life.
- Describe your favorite meal.
- Describe one thing you would like to change about the world.

_____ Test #16:  “Punctuation”

Congratulations! You have completed Fundamentals of Writing II and are prepared for Basic Writing Skills. We recommend you keep John Biays’ ALONG THESE LINES (Third Edition) as it will be beneficial to you in Basic Writing Skills and additional college courses, which require writing.
Furthermore, material, beginning on page 281, will help you as resource material in Basic Writing Skills.

- “Chapter 20” (283) is entitled “Writing a Paragraph: Pre-Writing.”
- “Chapter 23” (319) is entitled “Writing a Paragraph: Proofreading.”
- “Chapter 24” (329) is entitled “Writing a Narrative Paragraph.”
- “Chapter 25” (361) is entitled “Writing a Descriptive Paragraph.”
- “Chapter 26” (387) is entitled “Writing an Illustration Paragraph.”
- “Chapter 27” (407) is entitled “Writing a Process Paragraph.”

Please use this Biays’ text to your advantage.

Thank you!