

## BASIC SKILLS 002 CE

### DEVELOPING ENGLISH COMPOSITION SKILLS

#### Course Description

This is an open-entry course which provides instruction to students with limited knowledge of standard English structure. Skill competencies include English usage, sentence mechanics, sentence formation, and basic paragraph development.

#### Student Learning Outcomes

**SLO#1:** Upon successful completion of this course, students will demonstrate understanding of English usage, sentence mechanics, and sentence formation by completing an instructor-developed multiple-choice grammar test.

**ILO:** Critical Thinking

#### SLO GRADING RUBRIC

Since this is a Non-Credit Course, no letter grades are issued. However, progress indicators Pass (P), Satisfactory Progress (SP), and No Pass (NP) will be assigned to students.

<b>Pass (P)</b>	<b>80% - 100%</b>
<b>Satisfactory Pass (SP)</b>	<b>60% - 79%</b>
<b>No Pass (NP)</b>	<b>59% and below</b>

**SLO 2:** Upon successful completion of this course, students will compose a coherent and cohesive paragraph with a topic sentence, adequate support and details, and a concluding sentence.

**ILO:** Critical Thinking

#### SLO GRADING RUBRIC

Since this is a Non-Credit Course, no letter grades are issued. However, progress indicators Pass (P), Satisfactory Progress (SP), and No Pass (NP) will be assigned to students.

<b>Pass (P)</b>	<b>80% - 100%</b>
<b>Satisfactory Pass (SP)</b>	<b>60% - 79%</b>
<b>No Pass (NP)</b>	<b>59% and below</b>

## Paragraph Rubric

	Score	Level	Criteria
<b>Topic Sentence</b>		20-15	<b>PASS:</b> Clear and complete development of the topic with a clearly defined controlling idea.
		14-12	<b>SATISFACTORY PROGRESS:</b> The topic sentence is too broad. The controlling idea needs to be more specific.
		11-0	<b>NO PASS:</b> There is a topic, but it is not well defined with more than one controlling idea, or there are several topics with no clear focus/ topic sentence.
<b>Organization</b>		20-15	<b>PASS:</b> The paragraph is very well organized, and the ideas flow logically. Sentences are in the proper sequential order. The details and examples support the topic sentence. The concluding sentence refers to the topic sentence and summarizes the paragraph without adding new information. The paragraph is at least 6-10 sentences in length.
		14-12	<b>SATISFACTORY PROGRESS:</b> The paragraph has some organization. Not all supporting examples show obvious connection to the topic and somewhat hinders comprehension. There is a concluding sentence, but it not clear and offers new ideas. The paragraph is 4-6 sentences in length. The paragraph needs to be longer with more details.
		11-0	<b>NO PASS:</b> The paragraph lacks organization, cohesion, connection to the topic. There is no concluding sentence.
<b>Grammar</b>		20-15	<b>PASS:</b> There are minimum/ no grammatical errors. A variety of sentence structures has been used. There are some minor errors in sentence structure, but they do not hinder comprehension.
		14-12	<b>SATISFACTORY PROGRESS:</b> Most of the sentences are simple in structure and have been used correctly. There is some attempt at using complex sentence structures. There are no more than one/two fragments and/or run-on sentences.
		11-0	<b>NO PASS:</b> All the sentences are very simple in structure. The grammatical errors interfere with comprehension.
<b>Vocabulary</b>		10-7	<b>PASS:</b> A variety of vocabulary, but 1-2 words not used accurately; however, they do not hinder comprehension.
		6-5	<b>SATISFACTORY PROGRESS:</b> An attempt has been made to use a variety of vocabulary words. 2-3 words are used inaccurately and somewhat hinders comprehension.
		4-0	<b>NO PASS:</b> Mostly simple vocabulary. Four or more vocabulary errors. Intended meaning is hindered.
<b>Spelling</b>		10-7	<b>PASS:</b> There are no spelling errors.
		6-5	<b>SATISFACTORY PROGRESS:</b> There are two or more spelling errors.
		4-0	<b>NO PASS:</b> There are more than three spelling errors.
<b>Mechanics</b>		10-7	<b>PASS:</b> One/two errors punctuation and/or capitalization.errors.
		6-5	<b>SATISFACTORY PROGRESS:</b> Two/three errors in punctuation and/or capitalization but does not interfere with meaning.
		4-0	<b>NO PASS:</b> More than 3 errors in errors in punctuation and/or capitalization affecting the meaning of the sentence.
<b>Format</b>		10-7	<b>PASS:</b> Minor errors in MLA formatting.
		6-5	<b>SATISFACTORY PROGRESS</b> Fewer than three major formatting errors.
		4-0	<b>NO PASS:</b> MLA formatting is not used.
<b>Total Score/100</b>			<b>PERCENTAGE:</b>