

Instructor: Maureen D. Lofquist Ph.D.
Syllabus: Learning Skills 73
Section # 0331
Textbook: Basic Vocabulary In Use, Second Ed.
By: McCarthy, O'Dell with Ellen Shaw
ISBN: 978052112367-9, Cambridge University Press

Grammar, Writing, Reading
Tuesday 12:10 – 3:20 p.m.
Spring 2014
Room: Inst. 1013
Email: lofquimd@lamission.edu

Student Learning Outcomes:

1. Student will accurately differentiate between various present, past, and future tenses in their structure use and form.
2. Student will accurately use gerunds and infinitives in sentences.
3. Student will accurately analyze the grammar of an argumentative, persuasive composition written by another student.

Grading: This is a credit, no credit class. Credit will be determined by 20% each: attendance, weekly participation, completion of journal, completion of other assignments, and the final exam.

METHOD OF INSTRUCTIONS: Instructor will assign and review class work and evaluate students by completion of weekly assignments and final exam.

Office Hours: Before and after class and by appointment. Location: Classroom or Faculty Office # 1 in the Instructional Building.

Exclusion Policy: Student may be dropped with excessive absences but should never rely on instructor to exclude them.

Class Standards, Ethics and Honesty: Students are responsible for honest, ethical behavior per college policy. See Schedule of Classes or ask the instructor. Students are required to arrive on time.

Absolutely no cell phones or electronic devices allowed in class.

Students with Special Needs:

If you have any health impairments that require medication, or any other disability that might affect your performance in class, and would like your teacher to make special accommodations, please let your teacher know and call our campus Special Services Office at 818.364.7732/TDD 818.364.7861. They will help you arrange special accommodation for your classes. Special Services Office is located in the instructional building Room 1018.

February

- 11 Introduction - Overview of course
- 18 Nouns - Journal, Dictionary, Organization
- 25 Pronouns - Journal Study Skills

March

- 4 Verbs - Adjectives
- 11 The Learning Center, The Library
- 18 Adverbs - Problems with Note-taking
- 25 Review. Evaluate your progress.

April

- 1 Learning Resource Center
- 8 Review, Memory. How will you use what you learn?
- 15 Spring Break
- 22 Phrases, Writing & Self Esteem
- 29 Combining Sentences, Paragraphs

May

- 6 Review and Short Essays
- 13 Review & Evaluation of Writing Improvement
- 20 Future Goals
- 27 Library, Learning Center

June

- 3 Review
- 10 Final