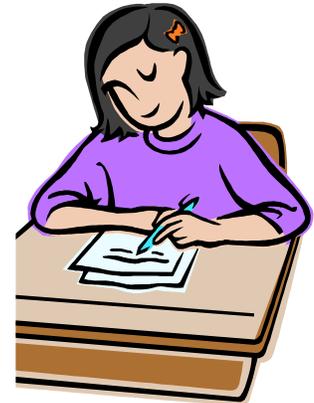


ESL 4A: Writing and Grammar

Fall 2012 Section #3142

Mon/Wed 6:50 pm - 10:00 pm

LA Mission College
Culinary Arts Building: Room 228



Instructor:
Mrs. Cindy Luis

E-Mail Address:
luisca@lamission.edu

Telephone:
818/364-7600 Ext. 4304

Class Website:
moodle.lamission.edu

Student Drop-In Hours:
Monday & Wednesday
5:30 pm – 6:50 pm

Office: Instructional
Building Room 32

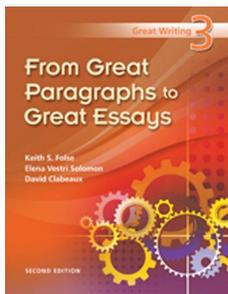
Course Description

Writing is essential to your life. Everyone needs to be able to communicate effectively in writing to family, friends, peers, teachers, co-workers and supervisors. Your ability to write may even directly impact your future employment.

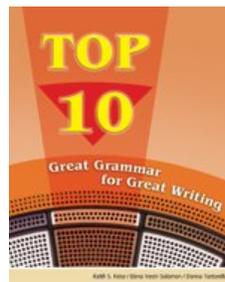
In this class you will learn how to write well-constructed paragraphs and short essays in English. We will read, identify and analyze the components of well-written paragraphs and essays, and learn the process of writing from brainstorming and outlining to rough drafts, editing and final drafts. We will also examine relevant grammar topics to improve your writing skills.

This class will prepare you for higher level ESL writing courses and build your confidence in using English.

REQUIRED TEXTBOOKS:



Great Writing 3: From Great Paragraphs to Great Essays (Second Edition)
by Keith Folse, Elena Soloman & David Clabeaux
Heinle Cengage Learning (2010)
ISBN #978-1-4240-62102



Top 10: Great Grammar for Great Writing
by Keith Folse, Elena Soloman & Donna Tortorella
Heinle Cengage Learning (2008)
ISBN #978-0-618-48105-7

REQUIRED MATERIALS:

ESL 4A Packet of Handouts (available in the Student Store)

Bilingual or English-only dictionary,
one composition book for your journal
8-1/2" x 11" college ruled lined paper
plenty of pencils and erasers!
one large blue book for the final exam



Prerequisites: ESL 3A, or appropriate placement.

Student Learning Objectives for ESL 4A

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

1. Analyze a prompt, formulate a thesis, organize ideas around a thesis, and produce an outline;
2. Produce a cohesive 200 word essay that follows essay format;
3. Utilize compound/complex sentences to express thoughts; and
4. Recognize different types of essay: process, classification, cause & effect, and comparison & contrast.

Grading: This class is a credit/no credit course. Students will receive either "P" (=pass) or "N" (=not pass). No letter grade is given. Students must have an average of 70% or higher to pass. Students must do the coursework, participate in class and pass the final exam to receive credit. Grades will be determined as follows:

Journals, Homework & Participation	15%
Quizzes (6)	15%
Writing Assignments (3 Paragraphs & 3 Essays)	45%
Final exam (Essay)	25%
Total	100%

Journals: Like any skill, writing improves with practice. One way you will practice writing is in your journal. The more you write, the better you will get! Throughout the semester, you will keep a written journal with entries assigned for homework or during class. Bring your journal to class **every day** to refer to your responses during class discussions and for homework review. Journals will be collected periodically during the semester and graded on completion of entries. The entries will not be graded for grammar or spelling but on thoughtfulness of content.

Late journals will receive half credit.

Homework: Practicing what you have learned is an important step in the learning process. Homework assignments will be given to reinforce grammar topics learned in class, or for additional writing practice. Homework is due **at the beginning** of the next class and must be completed before class begins. **Late homework will receive half credit.**

Writing Assignments: In this class you will learn to write excellent paragraphs and essays in English. All writing assignments will be done in class so it is very important for you to attend all classes. Writing assignments will be done in steps over several days with editing, revision and feedback to make your final draft the best it can be! If you are absent from class, you will miss a step and receive a lower grade. I will not accept writing assignments brought from home. You will write three paragraphs and four essays in-class, but I will throw out the lowest score so only six assignments will count toward your class grade.

Quizzes: There will be 6 grammar quizzes throughout the semester. I will let you know ahead of time when a quiz is scheduled. Please make every effort to be in class when the quizzes are given so you don't get behind. If you are unavoidably absent, quizzes can be made up during office hours the next class day after the quiz was given.

Extra Credit Opportunity: There are computers in the Learning Center that have a wonderful grammar program called "Focus on Grammar". This program will give you extra practice in the grammar topics we are working on in ESL 4A and in your other ESL courses. If you work on the Focus on Grammar computer program in the Learning Center for ten hours during this semester, I will drop your lowest **quiz** grade. You must bring in verification of 10 hours in order for the lowest quiz grade to be dropped.

Final Exam: The final exam will be on **Monday, Dec 10th 8:00 pm - 10:00 pm.**

The final exam will be an in-class essay in which you will demonstrate the writing skills you have learned this semester. You will have two hours to write a well-organized, essay on a given topic, using correct English and appropriate vocabulary. You must pass the final exam to pass the class. Your final exam essay will be written in a large size bluebook.

Attendance: We have so much to learn this semester, and you are not going to want to miss any of it! Attendance and participation are crucial for learning. I will arrive early to class and be ready to begin at **6:50** and I expect you to arrive on time and stay for the entire class time, too. The college rule for attendance is: after 6 hours of absence (2 class meetings) you may be officially excluded from the course. Arriving late to class, coming back late from the break, or leaving class early, are disruptive and distracting to the rest of the students. *Please schedule out-of-class appointments at times when class is not in session.*



Break: The class will take a break for **15 minutes** at approximately 8:20 pm. Please return promptly and be ready to resume class at 8:35 pm.

Dropping the Class: If you decide to drop the class, you must complete the proper paperwork with the Admissions office. If you simply stop coming to class, your name may remain on the roster and you will receive a "No Credit" for the class. This will show up on your transcript. A new state policy in effect as of Summer 2012 limits students to **3 attempts per course**. Receiving a grade or "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by September 9, 2012 (avoiding a "W") will not count as an attempt. □

Classroom Rules: No food or drinks are permitted in the classroom (except bottled water). I encourage you to bring a bottle of water to keep your brain hydrated! All cell phones must be on **silent** during class. Please step out of the classroom to answer **emergency** calls only. **Please, no texting during class.** Please be respectful of others and only speak **English** in class. Please do not talk while the instructor is talking. We have a large class and a little noise from everyone can be very disruptive. (Please review the Standards of Student Conduct as listed in the College Catalog and in the Schedule of Classes for additional school rules and policies). Also, please note that only **registered students** may attend class.

Academic Honesty: All work must be your own. **Do not copy** your homework, quizzes or writing assignments from another person or any outside source. Do not copy from a book, the Internet, a magazine, newspaper, dictionary or another student. **Plagiarism** is defined as: *the act of using another person's words or ideas without giving credit to that person and claiming someone else's work as your own.* This is a serious offense in all schools. If you copy, cheat or plagiarize, you will automatically receive a zero on that assignment and could risk expulsion from the college.

Disability Accommodation: Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor and contact the DSPS Office as soon as possible. For appointments and information call (818) 364-7732 or visit <http://www.lamission.edu/dsps/> All information will remain confidential.

Tips for Success:

- ◆ Practice **English** outside of class! Read newspapers, magazines, books, and websites in **English!!** Listen to **English** radio stations!! Watch TV programs and DVDs in **English!!** (Turn on the subtitles in **English** and read along with the dialogue!) Talk to your friends in **English!!** The more effort you put in, the more successful you will be!!
- ◆ Attend class every day and on time. Don't leave early. Come prepared and participate.
- ◆ Get enough sleep at home so that you can come to class refreshed and alert. Eat a healthy breakfast and drink plenty of water throughout the day.
- ◆ Go to the Learning Center to work with the Writing Tutors and to use the computers to practice the grammar programs.
- ◆ Visit me during my "student drop-in hours". (I always have a bowl of chocolate!)
- ◆ Check the class moodle website often! It has information about what we are doing in class and also additional worksheets, ESL website links, and other helpful information to aid in your success.
- ◆ Get to know the other students in the class. Get together outside of class to practice English! Go to a movie together and discuss it in English! Go shopping together, have lunch, kick a soccer ball at the park - find opportunities to practice speaking English!

Right now, get some phone numbers of classmates, so if you are absent you can find out what you missed in class, or just to get in touch to practice your English.

Name: _____ Phone #: _____ Email _____

Name: _____ Phone #: _____ Email _____

Name: _____ Phone #: _____ Email _____

Student Drop-In Hours: I will be in my office (Instr. Bldg. Rm 32) before class every Monday and Wednesday from 5:45 pm to 6:40 pm and in the classroom by 6:45 pm. If you need help with anything, have a question, or just want to say "hi!", please stop by! I look forward to getting to know each of you this semester!

Important Dates:

Labor Day (college closed)	Monday, Sep. 3
Veteran's Day (college closed)	Monday, Nov. 12
Thanksgiving (college closed)	Nov. 22-25

Last day to add a class	Friday, Sep. 7
Last day to drop without a "W"	Sunday, Sep. 9
Last day to drop with a "W"	Sunday, Nov. 18

Final exam for this ESL course **Monday, Dec. 10: 8:00 pm - 10:00 pm**

Learning Resource Center

If you need help or feedback while you are working on your assignments, visit **The Learning Center**, located on the 1st floor of the Library building. Tutors there will assist you in many areas: writing, reading, research, and homework assignments. The Learning Center is FREE for all students. Call 818-364-7754 to make AN APPOINTMENT or visit the Information Desk. Visit the Learning Center early each semester and use the FREE assistance throughout the term. www.lamission.edu/learningcenter

In the **Writing Lab**, tutors can assist you with MLA or APA styles and in developing writing assignments, lab reports, book reports, essays, and research papers.

The **Reading Lab** offers free assessments of your reading and language skills using Reading Plus, interactive software that provides learning modules for your individual needs to enhance your reading and IT CAN BE ACCESSED on the web.

Library: For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or <http://www.lamission.edu/library/>

Tentative Schedule - subject to changes as necessary

1	8/27	Parts of Speech	Intro to Paragraphs	8/29	Parts of Speech	Intro to Paragraphs
2	9/3	Labor Day - No school		9/5	Parts of Speech	Intro to Paragraphs
3	9/10	Quiz #1 (Parts of Speech)	Intro to Paragraphs	9/12	Verb Tenses	Intro to Paragraphs
4	9/17	Verb Tenses	Comparison Paragraphs	9/19	Verb Tenses	Comparison Paragraphs
5	9/24	Verb Tenses	Comparison Paragraph due	9/26	Verb Tenses	Cause-Effect Paragraphs
6	10/1	Verb Tenses	Cause-Effect Paragraphs	10/3	Quiz #2 (verb tenses)	Cause-Effect Paragraph due
7	10/8	Passive	Classification Paragraph	10/10	Passive	Classification Paragraph
8	10/15	Passive	Classification Paragraph due	10/17	Quiz #3 (Passive)	Intro to Essays
9	10/22	Modals	Descriptive Essays	10/24	Modals	Descriptive Essays
10	10/29	Modals	Descriptive Essays	10/31	Quiz #4 (modals)	Descriptive Essay due
11	11/5	Adjective Clauses	Narrative Essays	11/7	Adjective Clauses	Narrative Essays
12	11/12	VETERAN'S DAY - NO SCHOOL		11/14	Adjective Clauses	Narrative Essays
13	11/19	Quiz #5 (Adjective Clauses)	Narrative Essay due	11/21	Gerunds/Infinitives	Process Essay
14	11/26	Gerunds/Infinitives	Process Essay	11/28	Gerunds/Infinitives	Process Essay due
15	12/3	Quiz #6 (Adjective Clauses)	In-Class Essay	12/5	Review for final	
16	12/10	Final Exam				