

ESL 4A: Writing and Grammar
Fall 2013 Section #3142
Mon/Wed 6:50pm to 10:00pm at CAI 228
Los Angeles Mission College

Instructor:

Ms. Agnes Jose-Eguaras

E-Mail Address:

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Office Hours

Monday & Wednesday

6:15pm to 6:50pm or by appointment

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 in English. We will read, identify and analyze the components of well-written paragraphs, 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.

Prerequisites: ESL 3A, or appropriate placement

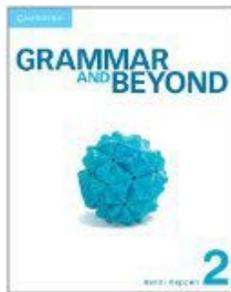
Student Learning Objectives for ESL 4A

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

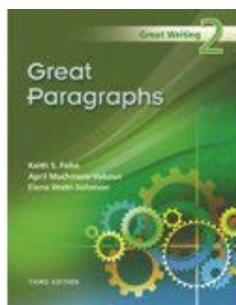
1. Analyze a prompt, formulate a thesis, organize ideas around a thesis, and produce an outline
2. Produce a cohesive 200 word paragraph
3. Utilize compound/complex sentences to express thoughts; and
4. Recognize different types of paragraphs including: definition, process, descriptive, narrative, classification, compare/contrast and cause/effect



REQUIRED TEXTBOOKS:



Grammar & Beyond 2
by Randi Reppen
Cambridge University
Press(2012)
ISBN #978-1-139-
23390-3



**Great Writing 2: Great
Paragraphs**
(Third Edition)
by Keith Folse
Heinle (2010)
ISBN #978-1-4240-
51007

MORE REQUIRED MATERIALS:



**WEEKLY
NEWS**

1. **ESL Weekly Newspaper: "NEWS FOR YOU"** - purchase subscription in the LAMC Student Store (ask cashier)
2. Bilingual or English-only dictionary,
3. one composition book for your journal
4. 8-1/2" x 11" college-ruled lined paper
5. plenty of pencils and erasers!
6. one large blue books for final exam

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	10%
Quizzes	20%
In-Class Writing Activities.....	45%
Final exam.....	25%
Total	100%

- 1. 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. **Late journals will receive half credit.**
- 2. 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.**
- 3. In-Class Writing Activities:** In this class you will learn how to write great paragraphs! All writing activities 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, revising 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 in-class activities brought from home. I will throw out the lowest score, your lowest writing assignment score will not count towards your class grade.
- 4. Quizzes:** There will be 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 is given.
- 5. Final Exam:** The final exam will be on Monday, December 9th at 8:00 to 10:00pm in our classroom. The final exam will be an in-class writing assignment in which you will demonstrate the writing skills you have learned this semester. You will have two hours to write a well-organized paragraph on a given topic, use correct English grammar and appropriate vocabulary. **You must pass the final exam to pass the class.**
- 6. Extra Credit Opportunity:** In the Learning Resource Center on the computers is an excellent grammar program called "Focus on Grammar". If you work on this program for ten hours or more during the semester, I will drop your lowest quiz grade.
- 7. 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 6:50pm 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 (which equals 2 class meetings), you may be officially dropped from the course.** Arriving late to class, coming back late from break, or leaving 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.

8. **Break:** The class will take a break for 15 minutes at approximately 8:15pm. Please return promptly and be ready to resume class at 8:30pm.
9. **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 in class, your name may remain on the roster and you will receive “No Credit” for the class. This will show on your transcript.

Important Note: A new State policy in effect as of September 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 8 (avoiding a “W”) will not count as an attempt.

10. **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** – it is rude and distracting. 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** –you may not bring your children or other guests to class with you.
11. **Academic Honesty:** All work must be your own. Do not copy your homework, quizzes or writing assignments from another person or any outside source, including the Internet. 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.
12. **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, please 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 and music! 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 in class.
- ❖ 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 Resource Center to work with the Writing Tutors and Reading Lab.
- ❖ Talk with me during my office hours before our class starts.

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

Name: _____ Phone: _____ Email: _____

Student Drop-In Hours/Instructor's Office Hours: I will be in our classroom at 6:15pm and will be available until right before our class starts on Mondays and Wednesdays to help you with our class. I am also available to set up appointment. Please email me or let me know before class starts to set up an appointment with me. I look forward to getting to know each one of you this semester.

Important Dates

Labor Day (college closed)..... Monday, September 2
Veteran's Day (college closed).....Monday, November 11
Thanksgiving Holiday (college closed).....Thursday & Friday, November 28 & 29

Last day to ADD a class.....Friday, September 6
Last day to DROP without a "W".....Sunday, September 8
Last day to DROP with a "W".....Sunday, November 17

Final Exam.....Monday, December 9 at 8pm-10pm



Tentative Class Schedule – Fall 2013

<u>Mondays</u>	<u>Wednesdays</u>
8/26 Syllabus, Intros, College Success and Strategies, Writing Sample, Parts of Speech <u>Homework:</u>	8/28 G&B Unit 1: Simple Present GP Unit 1: Intro to Paragraphs <u>Homework:</u>
9/2 Labor Day Holiday – No School	9/4 G&B Unit 2: Present Progressive GP Unit 1: Intro to Paragraphs <u>Homework:</u>
9/9 G&B Unit 4: Simple Past GP Unit 2: Intro to Paragraphs <u>Homework:</u>	9/11 G&B Unit 6: Past Progress. GP Unit 3: Intro to Paragraphs <u>Homework:</u>
9/16 Review: G&B Units 1,2 4 & 6 GP Unit 3: Intro to Paragraphs <u>Homework:</u>	9/18 QUIZ #1 G&B Units: 1, 2, 4 & 6 GP Unit 4: Intro to Paragraphs <u>Homework:</u>
9/23 G&B Unit 10: Present Perfect GP Unit 4: Intro to Paragraphs <u>Homework:</u>	9/25 G&B Unit 11: Present Perfect GP Unit 6: Definition Paragraph *Journal <u>Homework:</u>
9/30 G&B Unit 12: Present Perfect Progressive GP Unit 6: Definition Paragraph <u>Homework:</u>	10/2 Review: G&B Units 10,11&12 Definition Paragraph Due <u>Homework:</u>
10/7 QUIZ #2 G&B Units 10,11&12 GP Unit 7: Process Paragraphs <u>Homework:</u>	10/9 Teacher at Conference No class today <u>Homework:</u>
10/14 G&B Unit 16: Future GP Unit 7: Process Paragraphs <u>Homework:</u>	10/16 G&B Unit 17: Future Process Paragraph Due *Journal <u>Homework:</u>

10/21 G&B Unit 8: Articles GP Unit 8: Descriptive Paragraphs <u>Homework:</u>	10/23 Review: G&B Units 16&17 GP Unit 8: Descriptive Paragraphs <u>Homework:</u>
10/28 QUIZ #3 G&B Units 8, 16 and 17 GP Unit 8: Descriptive Paragraphs <u>Homework:</u>	10/30 G&B Unit 19: Modals Descriptive Paragraph due <u>Homework:</u>
11/4 G&B Unit 20: Modals GP Unit 10: Narrative Paragraph <u>Homework:</u>	11/6 G&B Unit 21: Modals GP Unit 10: Narrative Paragraph *Journal <u>Homework:</u>
11/11 Veteran's Holiday – No Class	11/13 American History Film (TBD) Narrative Writing <u>Homework:</u>
11/18 Review: G&B Units 19-22 GP Unit 10: Narrative Paragraph <u>Homework:</u>	11/20 QUIZ #4 G&B Units 19-22 Narrative Paragraph due <u>Homework:</u>
11/25 G&B Unit 28: Gerunds & Infinitives Compare/Contrast Paragraph <u>Homework:</u>	11/27 G&B Unit 29: Gerunds & Infinitives Compare/Contrast Paragraphs <u>Homework:</u>
12/2 Review: G&B Units 28&29 Compare/Contrast Paragraphs Compare/Contrast Paragraph due <u>Homework:</u>	12/4 QUIZ #5 G&B Units 28&29 Adverbial Clauses Adjective Clauses In-Class Paragraph <u>Homework:</u>
12/4 Intro to Passive Review for Final *Journal	12/9 Final Exam at 8-10pm Bring Blue Book

Syllabus Agreement

I have read the syllabus and understand the class rules.

I understand that copying, plagiarism and cheating is not permitted on any assignment.

I understand that I will get a zero on any quiz or assignment on which I have cheated or copied from any source such as the internet, a smart phone, or another student.

I understand the attendance policy. If I miss four classes, I can be dropped from the class.

I understand that I am responsible to bring my textbooks and supplies to every class.

Print Name

Signature

Date