ESL 4A: Writing and Grammar

Spring 2014 **Section #3240**

Mon/Wed at 6:50 p.m. to 10:00 p.m.

Los Angeles Mission College

CAI Room 228

Instructor:
Ms. Agnes Jose-Eguaras

E-Mail Address:
joseegac@lamission.edu

Student Drop-In Hours:
Monday & Wednesday
6:15pm – 6:45pm

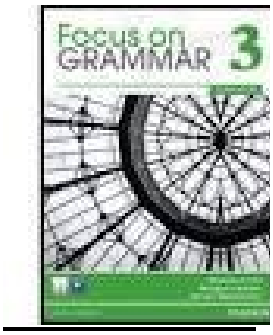
Location: CAI 228

Course Description

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.

REQUIRED TEXTBOOKS:

Longman Academic Writing Series 3 (Fourth Edition) by Alice Oshima & Ann Hogue;
Pearson (2014)
ISBN #978-0-13-291566-3



Focus on Grammar 3 (Fourth Edition) by Marjorie Fuchs, M. Bonner & M. Westheimer
Pearson (2012)
ISBN #978-0-13-254648-5

MORE REQUIRED MATERIALS:

ESL Weekly Newspaper: **"NEWS FOR YOU"** - purchase subscription in the LAMC Student Store (ask cashier)
one composition book for your journal (college-ruled paper)
8-1/2" x 11" college-ruled lined paper
plenty of pencils and erasers!
one large blue book for the final exam

Recommended: Longman's Dictionary of American English or Oxford ESL Dictionary and/or a good bilingual dictionary - electronic dictionaries are OK in class but not at the final exam

Prerequisites: ESL 3A, or appropriate placement.

Student Learning Outcomes for ESL 4A
Upon the successful completion of this course:
1. Students will produce writing that incorporates high-intermediate grammatical structures.
2. Students will analyze a prompt, organize ideas around a topic, and produce an outline;
3. Students will produce a cohesive 200 word paragraph that adheres to the format of academic writing; and
4. Students will evaluate their writing and edit for content and grammatical errors.

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 and Mid Term Exam	20%
Writing Assignments	45%
Final exam	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 four times during the semester and graded on completion of entries. **Late journals will receive half credit**

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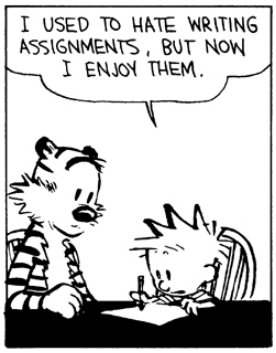
Homework: In addition to journal entries, you will be assigned grammar activities homework and writing assignments. All homework and writing assignments MUST be turned in on time in the beginning of each class session.



In-Class Writing Activities: In this class you will learn how to write great paragraphs! All writing assignments will be done in class 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 in-class writing activity brought from home.** I will throw out the lowest score, so your lowest in-class writing activity score will not count towards your class grade.

Quizzes: There will be four to five 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, please contact me to arrange a schedule to make up for the quiz the next class day after the quiz was given.

Final Exam: The final exam will be on **Monday, June 9th 8:00 p.m. to 10:00 p.m**.
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, using correct English grammar and appropriate vocabulary.

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 pm** 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 dropped 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 8:30 p.m. Please return promptly and be ready to resume class at 8:45 p.m.

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 Feb 23 (avoiding a "W") will not count as an attempt.

Classroom Rules:

Food & Drinks: I encourage you to bring a bottle of water to keep your brain hydrated! The college policy is no food or drinks are permitted in the classroom (except bottled water).

Cell Phones: All cell phones must be on **silent** during class. I know that there are reasons you must be reachable by phone/text. Please use courtesy and just respond quickly to important texts, and ignore the unimportant ones until the break or after class.

Please be respectful of others and try to 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). Also, please note that only **registered students** may attend class - you may not bring your children or other guests to class with you.

Academic Honesty: All work must be your own. The best way to improve your English is to do the best you can, and learn from your mistakes. You cannot learn by copying someone else's work. **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 please contact the DSPS Office as soon as possible. (818) 364-7732 or visit http://www.lamission.edu/dsps/ All information will remain confidential.

Learning Resource Center

The Learning Center is 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. 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

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!!
- Make friends with students who don't speak your native language. Have lunch together, or study together and practice speaking English!
- 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 Reading lab.
- Visit me during my "student drop-in hours".

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_____

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Student Drop-In Hours: I will be available on Mondays and Wednesdays at 6:15 to 6:45 p.m. in CAI room 228. 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 for Spring 2014:

President's Day (college closed)	Monday, Feb. 17
Cesar Chavez Day (college closed)	Monday, Mar 31
Spring Break (college closed)	Monday - Friday, Apr 7-11
Memorial Day (college closed)	Monday, May 26
Last day to add a class	Friday, Feb 21
Last day to drop without a “W”	Sunday, Feb 23
Last day to drop with a “W”	Sunday, May 11
Final exam for this ESL course	**Monday, June 9 at 8:00-10:00p.m.**