This is a Writing and Reading Center course designed to help students master basic sentence mechanics, such as: using capital letters, end marks, commas, quotation marks, colons, semi-colons, hyphens and dashes correctly. It also helps students understand spelling rules, plurals, and possessives. This is a computer based course recommended for students enrolled in ESL G041, G051, G061, G071 and English G009 and G010. Open entry/open exit.

COURSE OUTLINE OF RECORD

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. compose complete sentences using proper sentence mechanics.
2. revise errors in sentence mechanics.
3. identify errors in sentence mechanics.
COURSE OBJECTIVES:
1. Write sentences that use capital letters correctly.
2. Write sentences that use punctuation correctly.
3. Assemble correctly spelled words with attention on plurals and possessives.

COURSE CONTENT:

LECTURE CONTENT:
A. Capital letters
   1. nouns
   2. titles
B. Basics of punctuation
   1. end marks
   2. commas
   3. colons
   4. semi-colons
   5. quotation marks
   6. dashes
   7. hyphens
C. Spelling rules
D. Plurals and possessives

LABORATORY CONTENT:
A. Capital letters
   1. nouns
   2. titles
B. Basics of punctuation
   1. end marks
   2. commas
   3. colons
   4. semi-colons
   5. quotation marks
   6. dashes
   7. hyphens
C. Spelling rules
D. Plurals and possessives

METHODS OF INSTRUCTION:
A. Lab:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

PLATO Learning Program (2006): service agreement and program updates purchased annually.

Out-of-class Assignments

Writing Assignments

Completing a series of computerized tutorials and quizzes, and applying new knowledge to practical written assigments.
METHODS OF STUDENT EVALUATION:
Short Quizzes
Written Assignments
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
Identify and correct common errors in sentence mechanics in a series of tutorials and quizzes, and complete a series of written exercises focused on correct use of sentence mechanics.

Required Writing, Problem Solving, Skills Demonstration:
Completing a series of computerized tutorials and quizzes, and applying new knowledge to practical written assignments.

TEXTS, READINGS, AND RESOURCES:

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
Attached Files