ENGLISH 131 - ENGLISH COMPOSITION

If you have a disability which requires special arrangements or accommodations, please see your instructor immediately.

COURSE DESCRIPTION

English 131 emphasizes clear, adequate, and logical expression of thought within the sentence, the paragraph, and the essay. Also, this course will help you develop techniques for understanding and interpreting various readings such as essays, articles, short stories, novels, and autobiographies. In addition, the course will assist you in developing and strengthening skills in writing types of business correspondence. It further focuses on the effective use of various patterns of organizing and developing written communication. When you enroll in English 131, you are expected to have mastered the fundamentals of writing well-structured, error-free standard English sentences and the basics of constructing unified, coherent paragraphs. If you have not mastered these skills, you may be asked to enroll in English 129 and/or English 130. English 131 will assist you in refining and strengthening these skills and will give you instruction and practice in writing essays from a designated textbook and other readings such as a full-length biography, autobiography, or novel. This emphasis on reading in conjunction with writing will stimulate critical thinking and improve your reading and writing skills.

COURSE OBJECTIVES

The objectives of English 131 are for you to be able to

1. Read essays from the textbook, assigned articles, and/or a biography, an autobiography, or novel and complete five writings 300-500 words in length in response to assignments based on these readings.

2. Complete a number of enabling activities to reinforce the writing process.
   Activities may include the following:
   a. sentence skills activities
   b. quizzes on assigned readings
   c. homework assignments
   d. in-class writing activities
   e. business writing activities
   f. basic documentation techniques
3. Write a final examination essay. This final examination may require you to read a short selection and write an essay on a given topic or situation in response to the selection.

**EVALUATION AND MINIMUM STANDARDS**

1. Objective one will be evaluated by the five writing assignments. Each of the five writings must conform to the stated minimum standards for objective one.

   a. clearly stated thesis 15 percent
   b. adequate and specific supporting details 20 percent
   c. unified structure and logical organization 15 percent
   d. an identifiable pattern of development 15 percent
   e. clear, concise, coherent sentences that contain no more than a total of 5 errors in basic grammar, mechanics, and usage 35 percent

   **TOTAL 100 percent**

2. Objective two will be evaluated by the enabling activities completed during the semester. The evaluation of these activities will be determined by the instructor.

3. Objective three will be evaluated by the final examination essay. The essay must meet the Minimum criterial as stated in objective one in order for you to pass the exam. Learning Assistance is available to you in the Writing Center, PH 143. You should avail yourself of these services.

**GRADING**

Averaging for grades is done by adding numerical point values which students receive on work required to achieve the course objectives, then dividing by the number of grades listed.

<table>
<thead>
<tr>
<th>Numerical Grades</th>
<th>Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90 = A</td>
<td>A = 4 points</td>
</tr>
<tr>
<td>89-80 = B</td>
<td>B = 3 points</td>
</tr>
<tr>
<td>79-70 = C</td>
<td>C = 2 points</td>
</tr>
<tr>
<td>69-60 = D</td>
<td>D = 1 points</td>
</tr>
<tr>
<td>59-00 = F</td>
<td></td>
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TEXTBOOKS


A Full-Length Biography, Autobiography, or Novel

A College Dictionary

CONTENT OUTLINE

WEK 1

Review of Course Syllabus
The Writing Process
--Getting Started Through Prewriting

PRELIMINARY WRITING ACTIVITY (In-class)

WEEK 2

Enabling Activity - Sentence Skills
The Writing Process
--Identifying a Thesis
--Supporting the Thesis with Evidence

WEEKS 3-4

The Writing Process
--Organizing the Evidence
--Writing the First Draft

WRITING ASSIGNMENT ONE DUE

Enabling Activity - Sentence Skills
--Revising Overall Meaning, Structure and Paragraph Development

WEEKS 5-6

Introduction to Essay Patterns
--Narration and Description
The Writing Process
--Revising Sentences and Words
--Editing and Proofreading

WRITING ASSIGNMENT TWO DUE

WEEKS 7-8

Enabling Activity - Business Letter, Envelope
Introduction to an Essay Pattern
--Process Analysis

**WRITING ASSIGNMENT THREE DUE (Mid-term)**

**WEEKS 9-10**
Enabling Activity - Resume, Memos
Introduction to an Essay Pattern
--Division-Classification
The Reading Process
--Becoming a Strong Reader
Introduction to an Essay Pattern
--Comparison-Contrast

**WEEK 11**
**WRITING ASSIGNMENT FOUR DUE**

**WEEKS 12 - 13**
Enabling Activity - Sentence Skills
Writing about Literature
--Write the Literary Analysis
Introduction to an Essay Pattern
--Illustration

**WRITING ASSIGNMENT FIVE DUE**

**WEEKS 14 - 15**
Enabling Activity - Sentence Skills
Writing Essay Exams
Review

**WEEK 16**
Review
FINAL EXAMINATION

*This represents a general outline of content. Instructors may develop their own calendar.*