

UNIVERSIDAD DE COSTA RICA
CIUDAD UNIV. CARLOS MONGE ALFARO
DEPARTAMENTO DE FILOSOFÍA, ARTES Y LETRAS
SECCIÓN LENGUAS MODERNAS
CARRERA: BACH. EN LA ENSEÑANZA DEL INGLÉS

First Semester 2011 COURSE CONTENTS & DISTRIBUTION 	IO-5200 Written Communication I (Comunicación escrita I) MONDAYS 1:00 - 4:50 P.M. Co-Requirement: IO-5400 Oral Communication I Credits: 4	Instructor: M. Ed. ROY GAMBOA MENA Office Hours for Attending Students: WEDNESDAY 10:00- 12:00 /1:00 – 15:30pm Office #: 18 Cell Phone: 83910393 e-mail: gamboa.roy@gmail.com
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Course Overview

Written Communication I introduces students to the process of composition in which one practices the manipulation of grammar structure while promoting the use of vocabulary at a basic level.

DESCRIPCIÓN DEL CURSO:

Este curso pretende introducir al estudiante en el proceso de composición, ejercitándolo en el manejo de estructuras gramaticales y promoviendo el uso de vocabulario de un nivel principiante bajo.

Base of Working Knowledge

Students should have at least a working knowledge of English previously studied in high school or other.

BASE PREVIA: El estudiante deberá tener, por lo menos, el conocimiento del idioma inglés adquirido durante sus estudios en la enseñanza media.

Course Objectives / OBJETIVOS DEL CURSO:

General / GENERALES	Specific / ESPECÍFICOS
1. To provide direct instruction in those elements that will improve the writing process. Proporcionar instrucción directa en aquellos elementos que mejorarán el proceso de escritura.	1.1 To distinguish, analyze and prepare different types of paragraphs. Distinguir, analizar y elaborar diferentes tipos de párrafos. 1.2 To articulate ideas in a written format. Expresar con claridad sus ideas en forma escrita. 1.3 To develop small compositions and reports. Elaborar pequeñas composiciones y reportes.
2. To provide the means to review and practice specific skills such as punctuation, sentence structure and language use. Proporcionar los medios para revisar y practicar habilidades específicas como puntuación, estructura de la oración y uso del lenguaje.	2.1 To write paragraphs with good grammar. Escribir párrafos con buena construcción gramatical.
3. To review and practice present tense, modals, gerunds, infinitives, prepositions of place, adjectives, transition words, articles, expressions of quantity, among others. Revisar y practicar tiempos verbales presentados, modales, gerundios, infinitivos, preposiciones de lugar, adjetivos, palabras de transición, artículos, expresiones de cantidad, entre otros.	3.1 To complete exercises based on grammatical structures studied throughout the course period. Hacer ejercicios con las estructuras gramaticales estudiadas.

Topic Contents / CONTENIDOS:

1. Parts of Speech
2. The Sentence
3. The Phrase
4. The Clause
5. Agreement
6. Nouns
7. Pronouns
8. Verbs
9. Adverbs
10. Adjectives

11. Superlatives
12. Infinitives
13. Gerunds
14. Participles
15. Comparisons
16. Prepositions
17. Articles
18. Connectors
19. Modifiers
20. Passive Voice
21. The Paragraph

Linguistic Contents / CONTENIDOS LINGÜÍSTICOS:

Nouns
Pronouns
Adjectives
Verbs
Adverbs
Propositions
Conjunctions & Interjections
Determining Parts of Speech

Subjects & Predicates
Compound Subjects & Compound Verbs
Finding the Subject of a Sentence
Direct Objects & Indirect Objects
Objective Complements
Subject Complements

Propositional Phrases
Adjective Phrases & Adverb Phrases
Participles & Participial Phrases
Gerunds & Gerund Phrases
Infinitives & Infinitive Phrases
Appositives & Appositive Phrases

Kinds of Clauses
The Adjective Clause
The Adverb Clause
The Noun Clause
Sentence Structure

Sentence Purpose
Subject-Verb Agreement
Intervening Phrases & Clauses
Agreement w/ Indefinite Pronouns

The Compound Subject
Collective Nouns
Other Problems in Agreement
Pronoun Agreement

Case of Personal Pronouns
The Nominative Case
The Objective Case
The Possessive Case
Special Pronoun Problems
Who & Whom

Regular Verbs
Irregular Verbs
Lie & Lay
Sit & Set and Rise & Raise
Verb Tense
Special Problems in the Use of Tenses
Active Voice & Passive Voice
Mood

Uses of Modifiers
Six Troublesome Modifiers
Comparison of Modifiers
Uses of Comparative & Superlative Forms
Misplaced Modifiers
Dangling Modifiers

The Topic Sentence
Limit the Topic
Building a Paragraph
"Flat" Sentences
The Clincher Sentence
Organizing by Time
Support Sentences
Introductory Paragraph
Order of Importance
Order of Space
Outline a Paragraph

Teaching Methodology

The class format involves lecture, class discussion, and workshop in which students participate in small group critiques of their assignments. Although there will be some in-class writing / grammar exercises, most assignments will be completed outside of class. Student preparation for and participation in class is vital.

El formato de la clase consiste en conferencias, discusión en clase, y el taller, en el cual los estudiantes participan en las críticas pequeño grupo de sus tareas. Aunque habrá algo escrito en la clase / ejercicios de gramática, la mayoría de las tareas se completarán fuera de clase. Preparación de los estudiantes y la participación en clase es vital.

COURSE CONTENTS AND DISTRIBUTION ¹

Session	Week	Course Topics	Grammar Anthology	Paragraph Portfolio	Homework Use this column to write down any homework assignments.
1	March 7 - 11	Organization of the Course.			
2	March 14 - 18	Parts of Speech The Topic Sentence	Nouns p. 125- 126 Pronouns p. 127 - 128 Adjectives p. 129 - 130 Verbs p. 131 - 132 Adverbs p. 133 - 134	The Topic Sentence p. 1 Writing Topic Sentences p. 2 Topic Sentence Placement p. 3	Review Exercise 1 p. 135 - 136
3	March 21 - 25	Parts of Speech cont. The Sentence The Topic Sentence cont.	Propositions p. 137 - 138 Conjunctions & Interjections p. 139 - 140 Determining Parts of Speech p. 141- 142 Subjects & Predicates p. 145 - 146	Limit the Topic p. 4 Support the Topic Sentence p. 5 Stick to the Topic p. 6	
4	March 28 - April 1	Quiz #1 The Sentence cont. Building a Paragraph	Compound Subjects & Compound Verbs p. 147 - 148 Finding the Subject of a Sentence p. 149-150 Direct Objects & Indirect Objects p. 151- 152 Objective Complements p. 153 - 154	Building a Paragraph p. 7 Finding Faults p. 8	
5	April 4 - 8	The Sentence cont. The Phrase Building a Paragraph cont.	Subject Complements p. 155 - 156 Propositional Phrases p. 159 - 160 Adjective Phrases & Adverb Phrases p. 161 - 162 Participles & Participial Phrases p. 163 - 164	Writing a Paragraph p. 9 Add Interest p. 10	
6	April 11 - 15	Semana U Monday- Juan Santa Maria Day (No Classes)			
7	April 18 - 22	Easter Week / Semana Santa (No Classes)			
8	April 25 - 29	The Phrase cont. The Clause "Flat" Sentences The Clincher Sentence Organizing by Time	Gerunds & Gerund Phrases p. 165 - 166 Infinitives & Infinitive Phrases p. 167 - 168 Appositives & Appositive Phrases p. 169- 170 Kinds of Clauses p. 173 - 174	Revising "Flat" Sentences p. 11 The Clincher Sentence p. 12 Organizing by Time p. 13 Recognizing Time Relationships p. 14	
9	May 2 - 6	Partial Exam I			
10	May 9 - 13	The Clause cont.	The Adjective Clause p. 175 - 176 The Adverb Clause p. 177 - 178 The Noun Clause p. 179 - 180 Sentence Structure p. 181 - 182	Support Sentences p. 15 Write a Paragraph p. 16	
11	May 16 - 20	The Clause cont. Agreement Write a paper	Sentence Purpose p. 183 - 184 Subject-Verb Agreement p. 187 - 188 Intervening Phrases & Clauses p. 189 - 190 Agreement w/ Indefinite Pronouns p. 191- 192	Write a Paper p. 17 part 1 Introductory paragraph	Review Exercise 2 p. 201 - 202
12	May 23 - 27	Quiz #2 Agreement cont. Write a paper cont.	The Compound Subject p. 193 - 194 Collective Nouns p. 195 - 196 Other Problems in Agreement p. 197 - 200 Pronoun Agreement p. 203 - 206	Write a Paper p. 17 part 2 First body paragraph	
13	May 30 - June 3	Pronoun Usage Write a paper cont.	Case of Personal Pronouns p. 209 - 210 The Nominative Case p. 211 - 212 The Objective Case p. 213 - 214 The Possessive Case p. 215 - 216	Write a Paper p. 17 part 3 Second body paragraph	
14	June 6 - 10	Pronoun Usage cont. Use of Verbs Write a paper cont.	Special Pronoun Problems p. 217 - 218 Who & Whom p. 219 - 220 Regular Verbs p. 229 - 230 Irregular Verbs p. 231 - 234	Write a Paper p. 17 part 4 Third body paragraph	

¹Este es un cronograma tentativo de las actividades que se realizarán durante el semestre, el cual está sujeto a lo que la profesor/a estime conveniente para alcanzar los objetivos del curso.

15	June 13 – 17	Quiz #3 Use of Verbs cont. Order of Importance	Lie & Lay p. 235 – 236 Sit & Set and Rise & Raise p. 237 – 238 Verb Tense p. 239 – 242 Special Problems in the Use of Tenses p. 243 – 246	Order of Importance p. 18 Finding Reasons p. 19 Time vs. Importance p. 20	
16	June 20 – 24	Use of Verbs cont. Use of Modifiers Order of Space	Active Voice & Passive Voice p. 247 – 248 Mood p. 249 – 250 Uses of Modifiers p. 253 – 254 Six Troublesome Modifiers p. 255 – 256	Compose a Paragraph p. 21 Order of Space p. 22	
17	June 27 – July 1	Use of Modifiers cont. Outline a Paragraph	Comparison of Modifiers p. 257 – 258 Uses of Comparative & Superlative Forms p. 259 – 260 Misplaced Modifiers p. 263 – 264 Dangling Modifiers p. 265 – 266	Outline a Paragraph p. 23 On Your Own p. 24	
18	July 4 - 8	Partial Exam II			
19	July 11 - 15	Ampliacion Exam			

Note: Slight changes may occur in the **COURSE CONTENTS AND DISTRIBUTION**. You are responsible to take note(s) of these changes as they occur.

Evaluation:

COMPONENTS	PERCENTEGES
3 Quizzes @10% each	30%
Partial Exam I	30%
Partial Exam II	40%

Description of course assignments:

- **Quizzes:** Quizzes will be applied throughout the course – see Course Contents and Distribution for exact dates. Quizzes will cover the grammar and writing items up till the date of each quiz.
- **Exams:** There are two exams applied in this course – see Course Contents and Distribution for exact dates. Exams will cover the grammar and writing items up till the date of each partial test.

“Ampliación” Exam:

An “Ampliación” Exam will be given to those students who have obtained a 6.00 to a 6.50. If the student passes the exam, the final grade will be a 7.00. This exam covers all of the course readings and lectures.

Bibliography / BIBLIOGRAFÍA:

- Azar, B. S. (1996). *Basic English Grammar*. New Jersey: Prentice Hall Regents.
- Baker, L. R. at al. (2003). *Interactions 1: Integrated Skills*. New York McGraw-Hill Inc.
- Evler, M. at al. (1995). *English Workshop Complete Course*. Austin: Holt, Rinehart and Winston.
- Kirn, E., and Darcy, J. (2002). *Interactions 1 Writing. 4th Edition*. New York: McGraw-Hill Companies, Inc.

- Kirn, E., and Darcy, J. (2002). *Interactions 1 Grammar. 4th Edition*. New York: McGraw-Hill Companies, Inc.
- English – English Webster Dictionary
- Diccionario Webster Thesaurus
- Materials compiled by the professor.

Required Items:

- Materials compiled by the professor.

Course Policies

Assignments must be completed before the class under which they are indicated in the course contents and distribution section of this syllabus.

Papers must be typewritten, double-spaced in no larger than 12 pitch, following APA style. Students should print out the **APA Research Style Crib Sheet** from <http://www.wooster.edu/psychology/apa-crib.html>. Information may also be gained from www.apa.org

Unquestionable integrity of scholarship is expected of every student. Please consult APA for information on plagiarism. Special attention should be given to full and careful citation of any material downloaded from the internet.

As always, pay careful attention to any changes in the syllabus we might agree upon.

Late work will not be accepted or the use of cell phones in class. Cell phones must be turned off from start to finish of the class period. If you wish to use your cell phone for any reason, leave the classroom with your items and return the following week to class.

The passing grade is 7.00, and students whose final grades are from 6.00 to 6.50 have the right to take the "ampliación" exam.