

UNIVERSIDAD DE COSTA RICA
Departamento de Filosofía, Artes y Letras
Sección Lenguas Modernas

Carrera: Bach. En la enseñanza del inglés

First semester 2008
Course contents & Distribution (Tentative)
IO-5200 Written Communication I

Schedule: Wednesdays 8:00 a.m. – 11:50 a. m.
Requirements: Newly Enrolled First Year students
Credits: 4
Instructor: M. Sc. Tamatha Rabb Andrew
Office Hours for Attending Students: Tuesdays 5:00 – 6.30 p. m.
Office#: 11 - Office Phone#: 2437-9917
Cell Phone: 8836- 4247
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Course Overview

Written Communication I introduces the students to the process of composition, practicing the manipulation of grammar structure while promoting the use of vocabulary at a basic level. Students will develop proficiency in the varied forms of written communication required for successful college level work. Students will learn and apply writing strategies appropriate to differing audiences and purposes.

Base of Working Knowledge

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

Course Objectives:

At the end of the course, students will be capable of:

Course Contents

1. The Verb Be
2. The Simple Present Tense
3. The Simple Past Tense
4. Future Tense
5. The Present Continuous Tense
6. The Past Continuous Tense
7. Present Perfect Tense
8. Infinitives
9. Gerunds
10. Linking Verbs
11. Phrasal Verbs
12. Modal Verbs: Requests, Offers,
And Permission
13. Modal Verbs: should, had better, have to, must, tag questions
14. Adverbs
15. Nouns
16. Pronouns
17. Possessive Adjectives
18. Superlatives
19. There is/ There are
20. Questions with Whose
and Possessive Nouns
21. Expressions of quantity
22. Comparisons
23. Prepositions
24. Articles
25. Connectors
26. Passive Voice
27. The 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.

Course Contents and Distribution

Session	Date	Content	Assignments
1	3/5	<ul style="list-style-type: none"> • <i>Ice Breaker.</i> • <i>Introduction to course: discussion of syllabus.</i> 	
2	3/12	<i>Chapter 1</i>	
3	3/19	<i>Easter Week No Classes</i>	
4	3/26	<i>Chapter 2</i>	
5	4/2	<i>Chapter 3</i>	
6	4/9	<i>Chapter 4</i>	
7	4/16	<i>Chapter 5</i> <i>Quiz 1</i>	
8	4/23	<i>Review</i>	<i>UCR Student Body Week</i>
9	4/30	<i>Partial Exam I</i>	
10	5/7	<i>Chapter 6</i>	
11	5/14	<i>Chapter 7</i> <i>Quiz 2</i>	
12	5/21	<i>Chapter 8</i>	
13	5/28	<i>Chapter 9</i> <i>Quiz 3</i>	
14	6/4	<i>Chapter 10</i>	
15	6/11	<i>Review</i>	
16	6/18	<i>Partial Exam II</i>	<i>Grades will be posted outside my office by June 20th</i>
17	6/27	<i>Ampliación Exam</i>	

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 a6.50. 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:

- Baker, L. R. at al. (2003). Interactions 1: Integrated Skills. New York McGraw-Hill Inc.
- English – English Dictionary
- Materials compiled by the professor.

Required Items

- Materials compiled by the professor.
- Baker, L. R. at al. (2003). Interactions 1: Integrated Skills. New York McGraw-Hill Inc.

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.