



DOCUMENTO: Programa de Curso
CARRERA: Bachillerato y Licenciatura en la Enseñanza del Inglés
CICLO: I-2012
CURSO: IO5200, Comunicación Escrita I
CRÉDITOS: 04
HORAS LECTIVAS: 04
REQUISITO: no
CO-REQUISITO: IO 5400, Comunicación Oral I
PROFESOR(A): Roy Gamboa Mena, M.Ed

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. The Sentence
2. Parts of Speech
3. Complements
4. The Phrase
5. The Clause

6. Sentence Structure
7. Agreement
8. Using Verbs Correctly
9. Using Pronouns Correctly
10. The Paragraph

Linguistic Contents /

CONTENIDOS LINGÜÍSTICOS:

The Sentence
The Subject
The Predicate
Compound Subjects and Compound Verbs

Nouns
Pronouns
Adjectives
Demonstrative and Proper Adjectives

Verbs Linking Verbs
Helping Verbs
Adverbs
Prepositions
Conjunctions and Interjections

Direct Objects
Indirect Objects
Predicate Nominatives
Predicate Adjectives

Prepositional Phrase
Adjective Phrase
Adverb Phrase
Verb Phrases and Verbals
Participles and Participial Phrases
Infinitives and Infinitive Phrases
Gerunds

Independent and Subordinate Clause
The Adjective Clause
The Adverb Clause

Simple Sentences
Compound Sentences
Complex Sentences

Agreement of Subject and Verb
Intervening Propositional Phrases
Singular and Plural Indefinite Pronouns
All, Any, Most, None, and Some

Compound Subjects
Collective Nouns and Inverted Sentences
Amounts, Titles, and *Don't* and *Doesn't*
Pronoun-Antecedent Agreement

Principal Parts
Regular Verbs
Irregular Verbs
Tenses
Sit and Set and Rise and Raise
Lie and Lay

Case Pronouns
Nominative Case Pronouns
Objective Case Pronouns
Pronouns as Objects of Prepositions
Who and Whom
Pronoun Appositives and Reflexive Pronouns

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
Coherence in Paragraphs
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---as well as using situational ethics in which to analyze and discuss paragraph practice writings within the Paragraph Portfolio anthology. 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--- así como el uso de la ética situacional en el que analizar y discutir escritos párrafo práctica dentro de la antología del curso. 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 that are not already stated below.
1	March 6	Organization of the Course. The Sentence Warm-up to Paragraph Writing	Sentence Sense p. 87 The Subject p. 89 The Predicate p. 91 Compound Subjects & Compound Verbs p. 93 Commas in a Series p. 259	Warm-up to Paragraph Writing	
2	March 13	Parts of Speech The Topic Sentence	Nouns p. 97 Plurals of Nouns p.297 <u>Interactions:</u> There is/There are p. 51 Possessive Nouns p. 52 Count & Noncount Nouns p. 81 A lot of/ many/ much p. 82 Asking Questions with 'How many' & 'How much' p. 83 Apostrophes p.283	The Topic Sentence p. 1 Writing Topic Sentences p. 2 Topic Sentence Placement p. 3	The Pronoun 'I' & Proper Nouns p. 243 Places and People p. 245
3	March 20	Parts of Speech cont. The Topic Sentence cont.	Pronouns p. 99 Case of Pronouns p. 205 Nominative Case Pronouns p. 207 Objective Case Pronouns p. 209 Pronouns as Objects of Prepositions p. 211 Who and Whom p. 213 Pronoun Appositives & Reflexive Pronouns p. 215	Limit the Topic p. 4 Support the Topic Sentence p. 5	
4	March 27	Quiz #1 Parts of Speech cont. The Topic Sentence cont. Paragraph basics	Other Uses of the Apostrophe p.285 Adjectives 101 Demonstrative & Proper Adjectives p. 103 Verbs p. 107 Linking Verbs p. 109 <u>Interactions:</u> Present Tense of Be p. 24 Be: Yes/No Questions & Short Answers p. 25 Helping Verbs p. 111	Stick to the Topic p. 6 Building a Paragraph p. 7	
5	April 3	Easter Week / Semana Santa (No Classes)			
6	April 10	Parts of Speech cont. Complements Building a Paragraph	Adverbs p. 113 Comparison of Adjectives & Adverbs p. 219 Irregular Comparison p. 221 Special Problems in Using Modifiers p. 223 Double Comparisons p. 225 Prepositions p. 117 <u>Interactions: Prepositions of Place & Time p.112</u>	Finding Faults p. 8 Writing a Paragraph p. 9	
7	April 17	Parts of Speech cont.	Conjunctions and Interjections p. 119	Add Interest p. 10	

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.

		Add Interest "Flat" Sentences	Direct Objects p. 123 Indirect Objects p. 125 Predicate Nominatives p. 127 Predicate Adjectives p. 129	Revising "Flat" Sentences p. 11	
8	April 24	Semana U Monday- Juan Santa Maria Day (No Classes)			
9	May 1	Partial Exam I			
10	May 8	The Phrase The Clincher Sentence Organizing by Time	Prepositional Phrases p. 133 Adjective Phrases p. 135 Adverb Phrases p. 137 Placement of Modifiers p. 227 Verb Phrases and Verbals p. 141	The Clincher Sentence p. 12 Organizing by Time p. 13	
11	May 15	The Phrase cont. The Clause Sentence Structure Time Relationships Support Sentences	Participles and Participial Phrases p. 143 Placement of Participial Phrases p. 229 Infinitives & Infinitive Phrases p. 145 Verbals p. 59 Interactions: Gerunds & Infinitives as Subjects p. 252 Verbs Often Followed by Gerunds or Infinitives p. 253 Independent & Subordinate Clauses p. 151	Recognizing Time Relationships p. 14 Support Sentences p. 15	
12	May 22	Quiz #2 The Clause cont. Paragraph practice Order of Importance	The Adjective Clause p. 153 The Adverb Clause p. 155 Commas with Sentence Interrupters p. 263 More Uses of the Comma p. 267 Simple Sentences p. 159 Compound Sentences p. 161 Commas with Compound Sentences p. 261	Write a Paragraph p. 16 Order of Importance p. 18	
13	May 29	Agreement Finding Reasons Time vs. Importance	Complex Sentences p. 165 Agreement of Subjects & Verbs p. 169 Intervening Prepositional Phrases p. 171 Singular & Plural Indefinite Pronouns p. 173 All, Any, Most, None, and Some p. 175	Finding Reasons p. 19 Time vs. Importance p. 20	
14	June 5	Agreement cont. Paragraph practice	Compound Subjects p. 179 Collective Nouns & Inverted Sentences p. 181 Amounts, Titles, & Don't and Doesn't p. 183 Pronoun-Antecedent Agreement p. 185	Compose a Paragraph p. 21	
15	June 12	Quiz #3 Using Verbs Correctly Order of Space Outline a Paragraph	Principal Parts p. 189 Regular Verbs p. 191 Irregular Verbs p. 193 Interactions: Irregular Past Tense Verbs p. 142 Tense p. 197	Order of Space p. 22 Coherence in Paragraphs p. 351 Outline a Paragraph p. 23	Review Homework: Verb Tenses p. 41 Using Irregular Verbs p. 42
16	June 19	Using Verbs Correctly cont.	Verb Tenses p. 49 Present Perfect & Past Perfect Tenses p. 50 Sit and Set; Rise and Raise p. 199 Lie and Lay p. 201	On Your Own p. 24	
17	June 26	Partial Exam II			
18	July 3	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 material pertaining to grammar and writing topics.

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.
- Craig, G. at al. (1995). *English Workshop First 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.
- Klise, T. (2001). *Paragraph Portfolio*. Thomas S. Klise Company.
- 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.

Typed, homework, paragraphs must be 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.

Makeup exams and/or quizzes are not given unless the student has a certified UCR doctor's note or a death in the immediate family. In either case, the justification must be presented no later than a week from the absence in order to have an opportunity to do a makeup test.

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