



English 1

Syllabus

Keep this document carefully and bring it to each class; it contains the schedule for class assignments, homework and quizzes

Spring Semester 2009-2010

Course code: ENGL100

Section no: 3

Class day and time: Monday 07:00 – 10:00

ENGL 100 English I

The purpose of this course is to develop further the ability of students to read and write English. It aims to enlarge their vocabularies (mainly through reading), enrich their knowledge of ways to express ideas, and eliminate common mistakes that students make when writing English. It also teaches basic principles of organization used in essays and other written documents in English.

Prerequisite: TOEFL 500 or equivalent; Semester offered: 1 & 2

What are the objectives of this course?

1. To improve your *reading* in English, mainly through increasing your vocabulary.
2. To *reduce the number of mistakes* you make when you write in English.
3. To enlarge your knowledge of *ways to express ideas* mainly when you write in English.
4. To teach you how to *organize* your writing in English.

Learning outcomes: what will I learn as a result of taking this course, if I study effectively?

1. Understand and analyze reading passages in intermediate English
2. Produce an organized piece of writing in understandable and reasonably correct English

See APPENDIX on p. 6

How will my achievement of these learning outcomes be assessed?

1. Your understanding of the homework readings will be assessed through weekly quizzes (25%), midterm (25%), and final exams (30%).
2. Your awareness of common mistakes in English grammar will be assessed by weekly quizzes (25%), the writing tasks (20%), midterm (25%), and final exams (30%).
3. Your ability to express your ideas when you write in English will be assessed through weekly writing tasks (20%), and the writing section of the midterm (25%) and final exams (30%).
4. Your ability to organize your thoughts and writing assignments in a clear and logical way will be assessed through weekly writing tasks (20%), and the writing section of the midterm (25%) and final exams (30%).

How will my final grade in this course be calculated?

Quizzes on homework readings, grammar, and *Glossary of Terms* (best 10 of 12): **25%**

Writing assignments (best 5 of 6 marks): **20%**.

Mid-term exam: **25%**

Final exam: **30%**

What should I bring to each class?

1. *More Reading Power*, 2nd ed., Mikulecky and Jeffries, Longman
2. *Eye on Editing 1*, Cain, Longman
3. *Glossary of Terms*
4. A dictionary

The dictionary can be English-English or English-Arabic. We recommend that you bring a book dictionary. If you don't already have a dictionary that you like using, we recommend you buy the *Oxford WordPower* dictionary at the university bookstore.

You must bring all the required textbooks to class. Once you have registered in the course you are allowed two classes to obtain your textbooks. After that, your course grade will be lowered by 1% for each class you attend without all your textbooks.

What activities will we do in the classes?

1. Reading passages for homework each week, tested by a quiz in the next class.
2. Discussion in class of the most common mistakes in English grammar made by people whose native language is Arabic. (Note: this is not a complete review of English grammar.) Each week's grammar topic will be included in the quiz in the next class.
3. Writing (and re-writing) short essays in class.
4. Discussion of words from the *Glossary of Terms*

Each class will therefore usually follow this agenda:

1. Quiz from previous week handed back and discussed.
2. Review and discussion of homework (reading and grammar), and introduction of new reading homework for the next week.
3. Quiz on homework reading, and on the grammar topic covered in the previous class
4. Explanation of new grammar topic.
5. preparing for, and writing, a short essay (or re-writing the essay written the previous week).
6. Discussion of words from the *Glossary of Terms*

What homework will I do in this course?

Every week you will be assigned **(1)** homework readings from the book *More Reading Power*. You will also have to do some **(2)** grammar and/or editing exercises at home, which will help you prepare for the quiz on the following week. You will also be asked **(3)** to learn words in the *Glossary of Terms* each week, and some of them will be included in the weekly tests.

What will be in the exams?

Both the midterm and final exams will include questions on the weekly homework readings, and questions on the grammar topics covered in class. They will also include questions on reading passages that you have not seen before the exam, and a writing task.

In accordance with university requirements, **5** of the total marks for the final exam will be for your knowledge of the words in the *Glossary of Terms* that you will receive at the beginning of the course.

What is the university policy on attendance and lateness?

Each class lasts for a total of 2 hours and 50 minutes. There will be a 10 minute break in the middle of each class (20 minutes in evening classes). Attendance will be taken at the start of the class and after the break. If you are more than 10 minutes late for the start of a class you will be marked late. If you are more than 20 minutes late you will be marked absent for the first half of the class.

Attendance is taken again in the second half of the class (after the break). If you do not return to the class on time after the break you will be marked absent. (There is no 10-minute grace period after the break.) If you leave the class early, or at other times, you may be marked absent for that half of the class.

Four late marks equal one absence. If you are absent for 25% of the classes in the course (i.e. 8 absences) you will fail the course. However, if you miss less than 25% of the classes in the course your course mark will not be affected by the number of times you were absent or late.

No reasons or excuses will be accepted, or exceptions made, even on such grounds as medical condition, work or family problems, traffic, parking, lifts etc.

Marking attendance and lateness will start at the first class. If you register for the course after the date of the first class, your attendance will be marked as soon as your name appears on the list of students registered in that class according to the university's computer system.

What happens if I miss a test or exam?

If you miss a class test you will lose the marks for that test. You cannot take the test at another time. However, if you miss the mid-term or final exam you may apply to the Student Affairs department for permission to take a make-up exam at a later date. You must provide proper evidence that you were unable to take the exam at the normal time. ***When you take a make-up exam, your mark on that exam is reduced by 20%.*** Make-up mid-term exams are taken in the 14th week of the semester. Make-up final exams are written on the dates specified in the academic calendar, just before the start of the Fall and Spring semesters.

When will I do the writing assignments?

There will be six writing assignments during the term, on the dates listed in the course schedule. They must be completed ***in class on those dates and handed in at the end of the class. They cannot be done at home.*** If you miss one, don't worry, as we only count the best five marks from the six assignments.

The writing assignments will be corrected by the instructor and handed back to you at the next class. You will use the instructor's corrections and suggestions to rewrite the piece of writing at the next class. You must hand in the original essay, along with the rewritten version, after you rewrite the essay. ***You will not receive a mark for the essay unless you submit both the first draft and the revised draft of your essay.***

In order to obtain a passing grade on your writing assignments in the course, including the exams, your writing should meet the following standards:

- All the sentences should be understandable
- Simple sentences should contain *very few mistakes*
- More complex sentence structures should be *mainly* correct
- Your writing assignment should be clearly organized into sections

Other important notes and advice about this course

You must not use your mobile phone during the class.

You should write down, and keep a list of, new English words and expressions you learn in this course, and review them regularly.

In case of problems, please speak to your instructor in private to see if the problem can be resolved before going to university administrators.

We expect that students in this course will be serious, adult university students who want to improve their English and are willing to do the work that is required. If you disrupt the class through such actions as using a mobile phone, leaving the class without good reason, or other behavior that disturbs other students, the instructor will note this on the computerized course record. For each instance of disruptive behavior your total course mark will be reduced by 1%. After three instances of recorded disruptive behavior you will fail the course and the case will be sent to the Student Affairs department for investigation.

Cheating on tests or exams is a serious offence. The normal penalty for a first offence is failure of the course. On subsequent occasions the penalties are more severe, including permanent dismissal from the university.

APPENDIX

**Course Learning Outcomes related to Program Concentration Outcomes
(Center for English as a Second Language) and Program Outcomes
(General Education Program)**

| Course Learning Outcomes [CLOs] | Program Concentration Outcomes related to this CL | Program Objectives related to this CLO |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1. Understand and analyze reading passages in intermediate English | 4. Understand spoken and written English well enough to learn effectively in their other courses at UD. 6. Summarize and analyze passage of English prose such as those found in newspapers and books. | 2. Communicate effectively, think critically and make creative career decisions. |
| 2. Produce an organized piece of writing in understandable and reasonably correct English | 5. Produce an organized piece of writing in understandable English. | 2. Communicate effectively, think critically and make creative career decisions. |

Assessment of Course Learning Outcomes

| Course Learning Outcomes [CLOs] | Quizzes | Writing tasks | Mid-term exam | Final exam | Total |
|-------------------------------------------------------------------------------------------|---------|---------------|---------------|------------|-------|
| 1. Understand and analyze reading passages in intermediate English | 13% | | 15 % | 20% | 50% |
| 2. Produce an organized piece of writing in understandable and reasonably correct English | 12% | 20% | 10 % | 10 % | 50 % |
| Total | 25% | 20% | 25% | 30% | 100% |

SEE NEXT PAGE FOR COURSE SCHEDULE

SCHEDULE OF CLASS ACTIVITIES

Class 1

Introduction to Course

Introduction to Writing Tasks

Introduction to symbols used when your writing is corrected + exercise

Homework: Review symbols used when your writing is corrected

Class 2

Quick review on symbols used when your writing is corrected

Quiz 1 (on symbols used when your writing is corrected)

Grammar Topic 1: Capitalization

Vocabulary word list -1 (15 words)

Introduction to Homework Readings

Homework:

Review Grammar Topic 1

Vocabulary list -1

Reading 1

Class 3

Quiz 2 (on Reading 1 and Grammar Topic 1+ Vocabulary 1)

Grammar Topic 2: Confusing Words and Phrases

Vocabulary word list -1 (15 words)

Writing Task 1

Homework:

Review Grammar Topic 2

Vocabulary word list -1

Reading 2

Class 4

Quiz 3 (on Reading 2 and Grammar Topic 2 + Vocabulary 1)

Grammar Topic 3: Verb Tenses: Simple Present, Present Progressive and Present Perfect

Vocabulary word list – 1 (15 words)

Homework:

Review Grammar Topic 3

Reading 3 / vocabulary word list -1

Class 5

Quiz 4 (on Reading 3 and Grammar Topic 3+ Vocabulary 1)
Vocabulary: Sub list -2 (15 words)
Grammar Topic 4: Past and Present Tense mistakes

Writing Task 2

Homework:

Vocabulary Sub list -2
Review Grammar Topic 4
Reading 4

Class 6

Quiz 5 (on Reading 4 and Grammar Topic 4 + Vocabulary Sub list -2)
Vocabulary: Sub list -2 (15 words)
Grammar Topic 5: Comma Splice and Run-On Sentences

Rewrite Task 2

Homework:

Vocabulary Sub list -2
Review Grammar Topic 5
Reading 5

Class 7

Quiz 6 (on Reading 5 and Grammar Topic 5 + Vocabulary Sub list -2)
Vocabulary Sub list -2 (15 words)
Grammar Topic 6: Prepositions

Writing Task 3

Homework:

Vocabulary Sub list -2
Review Grammar Topic 6
Reading 6

Class 8 : Midterm

Class 9

Quiz 7 (on Reading 6 and Grammar Topic 6 + Vocabulary Sub list -2)
Vocabulary Sub list -3 (15 words)
Grammar Topic 7: Fragments
Rewrite Task 3

Homework:

Vocabulary Sub list -3
Reading 7

Class 10

Quiz 8 (on Reading 7 and Grammar Topic 7 + Vocabulary Sub list -3)
Vocabulary Sub list -3 (15 words)
Grammar Topic 8: Review of Midterm

Writing Task 4

Homework:

Vocabulary Sub list -3
Grammar topic 8
Reading 8

Class 11

Quiz 9 (on Reading 8 + Vocabulary Sub list #3)
Vocabulary Sub list -3 (15 words)
Grammar Topic 9: Singular and Plural –Subject/ Verb Agreement

Rewrite Task 4

Homework:

Vocabulary Sub list -3
Review Grammar Topic 9
Reading 9

Class 12

Quiz 10 (on Reading 9 and Grammar Topic 9+ Vocabulary Sub list -3)
Vocabulary Sub list -4 (20 words)
Grammar Topic 10: Adjective Clauses

Writing Task 5

Homework:

Vocabulary Sub list -4
Review Grammar Topic 10
Reading 10

Class 13

Quiz 11 (on Reading 10 and Grammar Topic 10+ Vocabulary Sub list -4)
Vocabulary Sub list - 4 (20 words)
Grammar Topic 11: Verb Problems (Infinitives, Gerunds and Modals)

Rewrite Task 5

Homework:

Vocabulary Sub list -4
Review Grammar Topic 11
Reading 11

Class 14

Quiz 12 (on Reading 11 and Grammar Topic 11+ Vocabulary Sub list -4)

Writing Task 6

Class 15

Review of grammar topics and homework readings for final exam.

Rewrite Task 6

Homework:

Review all readings, corrected writing tasks, grammar topics, and vocabulary sub lists for final exam.