SYLLABUS

I. GENERAL INFORMATION:

Course Title and Code: Grammar, Composition and Reading I – INGL 3201
Pre-requisite: INGL 3102
Contact Hours: Three (3)
Credits: Three (3)

II. COURSE DESCRIPTION:

This course emphasizes on the study of advanced grammatical techniques. Emphasis on compositions based on careful analysis of selected readings. Practice in writing and preparing oral reports upon selected readings including, short stories, essays, poems, dramas, and novels. Attention is given, as needed, to grammar.

III. OBJECTIVES:

At the end of the semester the students will:

1. Identify and classify the parts of speech of English grammar.
2. Identify and use the writing process as their core strategy to successful paragraph writing.
3. Understand the approaches used in paragraphs, and write paragraphs with descriptive, narrative, process, example, classification, comparison/contrast, definition, cause/effect, and/or persuasion techniques.
4. Apply their oral, written and listening skills via class discussions, grammar exercises, oral/written presentations and readings.
5. Organize and analyze electronic and library information for written and oral reports.
6. Read and appraise Internet and/or library resources articles related to paragraph writing, and other issues discussed in class.
7. Map ideas in a clear, coherent, purposeful form that will strengthen his/her approach to effective writing.
8. Read, discuss, and interpret assigned reading selections; and, react to these through writing exercises.

IV. COURSE AND CONTENT AND TIME DISTRIBUTION:

A. Teaching – Learning Experience I
Getting Started 6 hours
   a. Getting Acquainted
b. Discussion of the Syllabus
c. Initial Writing Activity
d. The Writing Process

**B. Teaching-Learning Experience II**

Developing Paragraphs (Part I)  
15 hours

a. Topic Sentences and Controlling Ideas  
b. Supporting Topic Sentences with details  
c. The Descriptive Paragraphs  
d. The Narrative Paragraphs  
e. The Example Paragraphs  
f. The Definition Paragraphs  
g. Test

**C. Teaching-Learning Experience III**  
15 hours

Developing Paragraphs (Part II)  

a. Comparison and Contrast Paragraphs  
b. Division and Classification Paragraphs  
c. Process Paragraphs  
d. Cause and Effect Paragraphs  
e. Argument Paragraphs  
f. Test

**D. Teaching-Learning Experience IV**  
9 hours

a. Researching for the Term Paper  
b. Documenting Resources  
c. Selecting Adequate Data for Slides – Presentation  
d. Oral and Written Presentations

**TOTAL:** 45 CONTACT HOURS

**V. INSTRUCTIONAL STRATEGIES:**

Holistic and eclectic approaches will be used in this course to help the students improve their listening, speaking, reading, and writing skills in English. Topics that are of interest to the students will be brought to class in forms of readings, movies, and illustrations among other means and used as a basis for discussion and writing. Students will be encouraged to talk and write about themselves and to compare their experiences with those of others or of characters in movies or stories.

Students will be writing compositions on assigned topics during the semester. Active participation is absolutely necessary in order to meet the
objectives of the course. The skills developed in class will be reinforced orally in the language lab. The students will learn to use the library resources as a means for finding and / or searching for information on selected topics.

VI. LEARNING RESOURCES

Resources from the Learning Resource Center will be incorporated to the classroom experience, such as: “Infocus” projector and laptops for Power Point presentations, overhead projector, charts, television, VCR/DVD projector, among others. Encyclopedias, books, newspaper/magazine articles, Internet and computer software are also used to expand knowledge on the topics being discussed in class.

VII. EVALUATION STRATEGIES

This will be based but not limited to the following

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<th>40% of the course</th>
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<th>10% of the course</th>
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<tr>
<td>Attendance</td>
<td>Power Point presentation: Final Oral and Written Presentation</td>
<td>Tests (2 or 3 partial tests)</td>
<td>Final Test</td>
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<td>Active participation; Class-work/Tasks; On-Line Tasks</td>
<td>Assessment Techniques: Portfolio, Rubrics, Journals, Oral/Written Presentations/Projects, Library Workshop Projects, Movie Summary / Exercises</td>
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<td>Quizzes</td>
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<td>Other Creative Activities</td>
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VIII. GRADING SYSTEM

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F
IX. COURSE AND CLASSROOM NORMS:

1. Attendance to Class is Compulsory. Punctuality to class is extremely important. Avoid late arrivals as well as need for leaving early, you will be marked absent for the time you are not in. Students with three (3) or more non-excused absences constitute a loose that seriously interferes with academic achievements as well as the exposition and discussion of themes in class. Therefore, three or more non-excused absences could lead to a reduction of a student’s final grade. \((\text{Absences in courses that meet for 1 ½ hours} = 1 \frac{1}{2} \text{ absences; you have one absence for every hour of class.})\) Avoid interrupting the teaching-learning process.

2. Students’ with special needs and or participants of programs such as "Law 51", vocational rehabilitation, special education or other similar programs should inform your professor for necessary arrangements. Students with conditions that may require them to leave the class momentarily should inform the professor.

3. **Please keep your cell phones turned off or noiseless. Avoid embarrassment!** You are not excused from class to attend personal phone calls. Texting is prohibited during the class, as well as surfing the net, recording, video clipping or taking pictures; unless otherwise requested. You are not authorized to post pictures of the class, colleagues, professors, or other individuals on social networks without previous authorization; doing so could lead into legal actions.

4. It is absolutely prohibited to invite family, friends or other people who are not officially registered in the course or duly authorized by institutional officials. You are not authorized to bring pets unless these are trained (as guides for the blind or other) and authorized by the institutional officials.

5. **You must purchase the required texts and bring them to class.** Remember that photocopying a book with the intention of not buying it, is a Federal crime and will not be sponsored, under any excuse or pretense, in this course.

6. Student behavior in the classroom must be in accordance to the norms stated in the General Norms of Students of the University of Puerto Rico. It is all students’ responsibility to read these norms, especially those that are related to behavior and conduct within the premises of the University. All individuals are to be treated with respect.

7. Students are required to take care of Institutional property; and he/she will assume entire responsibility for his/her actions in not doing so.
X.  BIBLIOGRAPHY:

The following bibliography has been revised according to the books’ latest editions.

TEXTBOOKS:


REFERENCES:


*Steps to Academic Writing 5: Between the Lines.* USA: Thomas Heinle, 2002.

Electronic Resources:

**Essay Writing Techniques:**

[http://www.epcc.edu/faculty/joeo/sa_000.htm](http://www.epcc.edu/faculty/joeo/sa_000.htm)

[http://www.ohiou.edu/esl/english/writing/style.html](http://www.ohiou.edu/esl/english/writing/style.html)
Grammar Resources:

http://englishplus.com/grammar/00000011.htm

http://www.englishclub.com/grammar/adverbs.htm

Verb Tenses:


Short Story Classics:

http://www.bnl.com/shorts/


On line resources:

En H. Wilson

http://vnweb.hwwilsonweb.com

- Childrens Catalog
- Childrens Catalog Archives
- Current Biography Illustrated
- Essay & General Literature
- Readers Guide
- Readers Guide Retro

En Ebsco

http://web.ebscohost.com

- Communication & Mass Media
- Fuente Académica
- Master File Premier
- Newspaper Source
En Thomson & Gale

http://www.galeiberoamerica.com/upr

- Literature Resource Center
- MLA Directory of Periodicals Search
- Gale Virtual Reference Library
- Informe académico

En Proquest

http://proquest.umi.com

- Dissertations and Theses
- Research Library
- Research Library Core

http://www./kcg.com/upr/index.html

Revised and Approved by:

The English Curriculum Committee – August 2014