SYLLABUS

I. GENERAL INFORMATION:

Course Title and Code: Grammar and Composition– INGL 3202
Pre-requisite: INGL 3202
Contact Hours: Three (3)
Credits: Three (3)

II. COURSE DESCRIPTION:

Practice in writing and making oral reports upon selected readings including, short stories, essays, poems, dramas, and novels. Attention is given as needed to grammar and idiomatic expressions. This course or its equivalent is a requisite for graduation.

III. OBJECTIVES:

At the end of the semester the students will:

1. Identify and classify the parts of speech of English grammar with a 70% of adequacy.
2. Recall and repeat idiomatic expressions of American English speech with 70% mastery.
3. Write essays with narrative, comparison and contrast, cause and effect, argumentative and exemplification structures with a 70% on a rubric scale.
4. Apply their oral, written and listening skills via class discussions, grammar exercises, oral/written presentations and readings with a minimum of 70% of adequacy.
5. Organize and analyze electronic and library information for written and oral reports with a minimum of 70% of mastery.
6. Read and appraise Internet and/or library resources articles related to paragraph writing, and other issues discussed in class.
7. Prepare a 5 paragraph essay on a specific topic with a minimum of 70% on a rubric scale.

IV. COURSE AND CONTENT AND TIME DISTRIBUTION:

A. Teaching – Learning Experience I
   a. Course Introduction and Syllabus Discussion 1 hour
   b. Icebreaking Activity 1 hour
   c. Reading on Essay Writing 1 hour

B. Teaching-Learning Experience II
   a. Topic Sentences and Controlling Ideas 4 hours
b. Narrative Essay and Writing Exercises  
   c. Idiomatic Expressions Exercises  
   d. Exam  

C. Teaching-Learning Experience III  
   a. Comparison & Contrast Essay and Exercises  
   b. Transitional Phrases and Exercises  
   c. Idiomatic Expressions Exercises  
   d. Short Story Readings  
   e. Movie Viewing and Discussion: Little Women  
   f. Test  

D. Teaching-Learning Experience IV  
   a. Discussion on Final Project and Library Resources  
   b. Cause and Effect Essay and Exercises  
   c. Essay Reading  
   d. Argumentative Essay and Writing Exercise  
   e. Drama Readings  

E. Teaching-Learning Experience V  
   a. Exemplification Essay and Exercises  
   b. Idiomatic Expressions Exercises  
   c. Final Project Presentations  
   d. Final Exam  

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
- 55% of the course:
  Attendance
  Active participation
  Class demonstrations / dialogues
  Class-work
  Rubrics
  Quizzes
- 15% of the course
  Power Point presentation
- 30% of the course
  Tests (2 or 3)
  Final Test

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. Avoid interrupting the teaching-learning process.

2. Students with three 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.
3. Attendance to all class sessions and participation is essential to successfully completing this course.

4. Students with conditions that may require them to leave the class momentarily should inform the professor.

5. Please keep your cell phones turned off or noiseless. Avoid embarrassment. You are not excused from class to attend personal phone calls.

6. 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.

7. **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.**

8. 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.

9. Student behavior in the classroom must be in accordance to the norms stated in Article 14 of 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.

X. **BIBLIOGRAPHY:**

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


**Electronic Resources:**

**Essay Writing Techniques:**

http://www.epcc.edu/faculty/joeo/sa_000.htm

http://www.ohiou.edu/esl/english/writing/style.html

http://www.collegeboard.com/student/plan/boost-your-skills/50269.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 Periodicalss 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