



## EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

Division: Educational Services

Effective Date: September, 2004.

**B.** Department / Student Development  
Program Area: English as a Second Language

Revision

New Course

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision:

**C:** EASL 0460

**D:** College Preparatory Reading and Composition

Skills for students of E29DCBT/TT5 1 32.2 3Tj6 55.3 Tm(E9ishj10.02 0 0 10.02 34

**M:** Course Objectives / Learning Outcomes

Overall Objectives

Extend communicative proficiency and language accuracy for a broad range of academic purposes

Specific Objectives

1. Read and understand academic material to support writing
2. Take notes for a range of academic purposes
3. Use strategies to explore academic materials
4. Collect, analyze, and organize relevant information from a variety of sources
5. Plan, write, revise, edit and document (APA or MLA style) formal compositions such as summary, summary-analysis, research essay, comparative analysis, experiment/research report and literary analysis
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- i) Write reflectively about course readings
  - ii) Take research notes, including summary, paraphrase, and quotations from source readings
2. To write formal multi-paragraph summaries, summary-analyses and comparative analyses
- i) Take accurate summary notes from assigned articles/cases
  - ii) Prepare paragraph frameworks for summaries
  - iii) Compose well-structured, paraphrased, accurate summaries using notes and paragraph frameworks
  - iv) Write analyses of summarized articles following guidelines
  - v) Revise based on peer and teacher feedback
  - vi) Follow format instructions
  - vii) Edit and proofread
3. To write research essays
- i) Generate ideas from readings
  - ii) Select and narrow topics
  - iii) Write focused thesis statements and parallel blueprint points
  - iv) Create essay frameworks with interrelated body paragraph topic sentences
  - v) Write well-structured introductions
  - vi) Incorporate source material and document (APA style)
  - vii) Create coherence within and between paragraph
  - viii) Write well-structured concluding paragraphs
  - ix) Revise based on peer and teacher feedback
  - x) Follow format instructions
  - xi) Edit and proofread

#### Accuracy

1. To self-monitor for accuracy
- i) Apply knowledge of parts of speech, sentence elements, specified sentence types, and mechanics
  - ii) Apply sentence structure rules
    - a) to correctly embed appositives and introductory phrases, including reduction of adverb and adjective clauses to participial phrases
    - b) to correctly insert evidence (direct/indirect quotes, and author intro phrases)
  - iii) Identify and correct errors as specified for this and previous levels in
    - a) tense rules in reported speech (especially for paraphrase)
    - b) verb tense shifts in mixed tense environments
    - c) passive voice
    - d) word order in questions (for questionnaires and interview questions)
    - e) word choice and word form
    - f) articles and other determiners, especially for abstract nouns which have both countable and uncountable uses
    - g) format and punctuation for documenting and inserting evidence from sources

#### Classroom Skills

1. Take responsibility for the following:
- i) attendance and punctuality
  - ii) class work and assignments
  - iii) participation and teamwork

#### **O:** Methods of Instruction

The instructor will observe and evaluate students' development and participation in reading and writing activities.

Whole and small group instruction will be combined with individual assistance and student-directed learn 0 10.028(n)5(d)6(v)

Students will be required to purchase a textbook to be determined by the instructor.

**Q:** Means of Assessment

1. Complete assigned skill-development tasks
2. Prepare file of self-selected articles used as source material in essays; prepare research notes on material; prepare a reference list APA style.
3. Develop a file of writing, all word processed, that meets instructor specified criteria for