

Instructional Guide: ENGL 10 Essential Language Skills

Course Description	This course explores an integrated approach to the mechanics of communication, emphasizing the practical application of reading, writing, listening, and speaking. Instruction in sentence structure, verb-tense agreement, and punctuation strengthens the student's written and oral communication skills. 3 units.
Textbook(s)	<i>The Writer's Workplace with Readings, 6^h ed.</i> , Scarry and Scarry. 2008 Thomson. <i>The Merriam-Webster Dictionary</i> , Thomson, 2004. Bundle ISBN 1-4282-2872-1
Supplies	Either a disk or notebook may be used for journal writing-
Course Purpose	-Communication skills are extremely important in today's workplace. Poor communication skills may affect an employee's career path. The foundation of good written communication skills lies in good writing mechanics: spelling, punctuation, word usage, grammar. These topics are taught in this course to improve your writing and editing skills.
Grading	A grade of 90 percent or higher earns an A grade; 80 to 89 percent earns a B grade; 70 to 79 percent earns a C grade; 60 to 69 percent earns a D grade. A minimum grade of C is required in major courses or courses that are prerequisites for advanced courses.
Learning Outcomes	Students will be able to: <ul style="list-style-type: none"> • Write paragraphs using various formats (cause and effect, comparison/contrast, persuasion, description, and narration) • Use proper grammar, spelling, and punctuation • Edit their written sentences and paragraphs • Prepare and give an oral presentation

Grading Values:

<u>Exams and Quizzes</u>	<u>40%</u>	
Quizzes (drop lowest 2)	25%	
Exams (x 2)		15%
<u>Projects and Assignments</u>	<u>50%</u>	
Journals		20%
Homework (drop lowest 2)		20%
In class activities		10%
<u>Participation</u>	<u>10%</u>	
Peer Review		5%

Biography:

Adrianna E. Frick left a career in IT to fulfill her dream of becoming an educator. While pursuing first a BA and then an MA in Comparative Literature at San Francisco State, she taught preschool and an elementary school program in chess; TA'd in an Alternative Education high school; and tutored high school students. Her major is Comparative Literature, specializing in Latin, and has a minor in British and American Literature. She has presented papers at the National American and Popular Culture Associations Joint Conference and at the T. S. Eliot Society's Annual Meeting, and has had essays chosen for publication on both U.S. coasts and in Turkey. She is passionate about teaching, as she believes that the way to create opportunities for personal and societal improvement is through education, and she looks forward to working with Heald students because of their dedication and personal motivation.