

**School of Humanities & Social Sciences**

**Department of English & Modern Languages**

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| **Course Name** | **Introduction to Composition** |
| **Course Code**  **& Section No.** | **Eng 102 Section** |
| **Semester** | **Spring 2022** |

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| **Instructor Name & Initial** |  |
| **Office** |  |
| **Office Hours** |  |
| **Office Phone** | 885200, Ex- |
| **Email Address** |  |
| **Department** | English & Modern Languages |
| **Links** | North South University Website: <http://www.northsouth.edu>  School Webpage: http://www.northsouth.edu/academic/shss/  Department Webpage: http://www.northsouth.edu/academic/shss/eml/  **Google Classroom Access Code:** |

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| Course and Section Information | |
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| **Class Time & Location** |  | |
| **Course Prerequisite(s)** | N/A | |
| **Course Credit Hours** | 3 | |
| **Course Description** | English 102 (Introduction to Composition) is targeted at the development of integrated language skills with special focus on the mechanics of the writing process, study of grammar, with emphasis on sentence structures, paragraph writing and topic sentence. | |
| **Course Objectives** | The objectives of this course are to: a) teach students mechanics of basic academic writing skills in English, including style, grammar, paragraph organization and reading skills, b) provide opportunities to practice writing sentences and paragraphs using Standard English, and c) expose students to uses of English in real life. | |
| **Student Learning Outcomes** | On successfully completing this course, students will be able to ( \*\*\*THE NUMBER OF OUTCOMES WILL BE DECIDED BY THE FACULTY MEMBER)  CO 1. Learn about the basic structure of a paragraph  CO 2. Brainstorm, organize, and develop ideas  CO 3. Learn how to describe, narrate and process  CO 4. Learn about good writing and reading techniques  CO 5. Edit texts for common grammatical errors | |

**Mapping of Course Outcomes with Program Outcomes, Delivery Methods and Assessment Strategies**

**(\*\*\***The assessment tools may vary from department to department in terms of number of exams, assignments, projects and quizzes)

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|  | **Course Outcomes (CO)** | **Bloom’s taxonomy**  **domain/level**  *(***C***: Cognitive*  **P***: Psychomotor*  **A***:* *Affective)* | **Delivery methods**  **and activities (faculty members can choose any number of tools)** | **Assessment**  **tools**  **(faculty members can use any number of tools)** |
| **CO-1** | Learn about the basic structure of a paragraph | **C2** | |  | | --- | | Lecture,  Discussion  Writing Practice/Written Tests | | |  | | --- | | Class work, Quiz, Midterm Exam, Final Exam | |
| **CO-2** | Brainstorm, organize, and develop ideas | **P3, A4** | |  | | --- | | Lecture, in-class group discussion, Writing Practice/Written Tests | | Concept clarification, Class work   |  | | --- | |  | |
| **CO-3** | Learn how to describe, narrate and process | **C1, C2, C3**  **A1, A2** | Lecture,  Discussion, Writing Practice/Written Tests   |  | | --- | |  | | Class work,  Quiz, Assignment, Midterm exam, Final Exam |
| **CO-4** | Learn about good writing and reading techniques | **C5, C6, A3** | Lecture,  Discussion, Writing Practice/Written Tests | Concept, Demonstration,  Assignment, Quiz, Midterm exam, Final Exam |
| **CO-5** | Edit texts for common grammatical errors | **P1, P6** | Lecture,  Demonstration,  Writing Practice/Written Tests | Class work, Quiz, Assignment, Final Exam |

Cognitive domain (knowledge-based): **C**

1: Knowledge, 2: Comprehension, 3 Application, 4 Analysis, 5: Synthesis, 6: Evaluation

The affective domain (emotion-based): **A**

1: Receiving, .2: Responding, 3: Valuing, 4: Organizing, 5: Characterizing

The psychomotor domain (action-based): **P**

1: Perception, 2: Set, 3: Guided response, 4: Mechanism, 5: Complex overt response, 6: Adaptation,   
7: Origination

**RECOMMENDED TEXT (s) – Primary and Supplementary**

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| **Author** | **Title** | **Edition & Year** | **Publisher** |
|  | English 102 Course Reader |  | available at NSU photocopy center |
|  | English to English Dictionary |  |  |
|  | Thesaurus |  |  |

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| Teaching Strategy |

Lecture, Whole Class Discussion, Written Task, Brainstorm, Individual/Pair/ Group Work, Teacher Feedback.

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| Assessment Strategy and Grading Scheme | |
| Your performance in ALL the exams determines your grade. The points are distributed in the following manner:  (**\*\*\***The number of exams, assignments, quizzes may vary from department to department) | |
|  | **Points** |
| Midterm | 50% |
| Final |
| Multi drafting Assignment (1) | 10% |
| Other Assignments (3) | 10% |
| Quizzes (5) | 20% |
| Viva Voce | 05% |
| Attendance & Performance | 05% |
| Total | 100% |

Students must attempt and submit 4 assignments and 5 quizzes. Best three performances (3 in assignments and 3 in quizzes) will be counted in the final grading. The 5 quizzes will be: quiz 1 on paragraph organization/structure, quiz 2 on grammar I, quiz 3 on narrative task, quiz 4 on process task and quiz 5 on grammar II. **Quizzes 2 and 5 are mandatory for all students to attempt.**

**One** of the assignments will go through the following rounds of revision.

1. **Structure & Rhetoric**: The structure of a paragraph will be evaluated in the first draft focusing on: a clearly stated topic sentence, the body of the paragraph with adequate information, examples, and explanations to support the topic sentence, and a compelling conclusion. Also, the proper application of (or a lack of) the **cohesive connectors** such as *however, although, similarly, therefore, as a result, because, conversely* and the like will be marked. Use of rhetorical context such as audience, voice, purpose, word choice, and logic will also be checked. Students will work on these in the second draft.
2. **Mechanics and Grammar**: In the next draft, mechanics (for example, spelling, capitalization, indentation, and punctuation) and grammar will be checked. In this draft, the student will correct the problems related to mechanics and grammar.
3. **Overall impression**: The final draft will be checked for overall impression of the paragraph.

**The multi-drafting assignment is mandatory**. The first draft will be written in class while the second and final drafts will be revised at home. The number of drafts in this assignment including final submission will be **two (2)**. The paragraph assessed in this assignment has **ONE** paragraph in each draft.

NSU’s grading and performance evaluation policies will be followed in assigning your grade. Please note that all final grades are subject to departmental review and approval.

\*\*\***The assessment breakdown is tentative and may change in accordance with UGC guidelines.**

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| Classroom Rules of Conduct |

1. The ground rule for our class is respectful, open communication. We have many things to learn from one another. Every single question is appreciated!
2. When you come to the class, you become part of a learning community. Please be conscious of your community role, and work toward creating a healthy learning atmosphere in the class.

**For online classes:**

1. Be in class on time and make sure that the devices you use to attend the online classes are in good working condition. You MUST ensure that your webcam and microphone are working well before the class begins.
2. Keep your webcams on while the online classes/exams continue unless you are asked to switch off your webcams to avoid technical disruptions.
3. Switch off your microphones while the faculty member speaks. If you need to speak, wait for the faculty member to finish his/her speech and then switch on your microphone and ask for permission to speak.
4. Don’t chat with your classmates in the Google Classroom/Meet chat box before/during/after the class. Inability to refrain from unnecessary, disruptive chatting may result in penalties such as deduction of grade points or other disciplinary actions.
5. You may ask questions regarding the course only in the chat box during class or in the “Stream” section of the Google Classroom before or after the class.
6. **Academic Integrity Policy:** The School of Humanities and Social Sciences does not tolerate academic dishonesty by its students. You must not be involved in cheating, copyright infringement, submitting the same work in multiple courses, significant collaboration with other individuals outside of sanctioned group activities, and fabrications. You are advised that violations of the Student Integrity Code will be treated seriously, with special attention given to repeated offences. Please refer to NSU Code of Conduct at http://www.northsouth.edu/student-code-of-conduct.html

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| Exams and Make Up Exams Policy | | |
| Please note:   * There will be no make up for quizzes, assignments, and exams. Any missed quiz or assignment or exam will be marked as zero. * Before submissions, students are strongly advised to check their work to avoid PLAGIARISM, or using words, phrases, sentences or ideas of others and not acknowledging the sources. A completely plagiarized script will receive a zero in the grading. * You must come prepared for all your exams. * You must attend classes on time. * Being late does not necessarily guarantee that you are going to get extra time for writing your tests and exam. * You must keep your own pencil, pen, eraser, calculator and any other permitted items/devices that you may need and you are allowed during the tests and exam. * Any deviation from the standard procedures will not be taken lightly. * Any unfair means adopted in the tests and exam will be seriously dealt with.   Academic misconduct or failure to comply with NSU Examination Code of Conduct may result in F. | | |
| Attendance Policy | | |
| 1. Class attendance and active participation in the class are extremely important. Students will be graded based on that.  2. Absence will strongly affect students’ grades and students will be automatically dropped from the course for missing 3 consecutive or 5 alternative classes. 0.5 points will be deducted for every absence. | | |
| Communication Policy | | |
| 1. Students are advised to contact their respective instructors for any query/issue. 2. Students should make appointments with their faculty member for any meeting to discuss any academic issue. | | |
| Tentative Course Contents and Schedule |  |

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| Week# | Class# | Day | Date | Topic | Chapter |
| 1 | 1 |  |  | Introduction; Structure & Qualities of a Paragraph | Chapter A: The Writing Process (optional), Chapter B: Writing Effective Paragraphs & supplementary materials |
|  | 2 |  |  | Descriptive Paragraph (Describing a Place) | Chapter C: Descriptive Paragraphs  & supplementary materials |
| 2 | 3 |  |  | Descriptive Paragraph  (Describing a Person) | Chapter C: Descriptive Paragraphs & supplementary materials |
|  | 4 |  |  | Descriptive Paragraph  (Describing an Object) | Chapter C: Descriptive Paragraphs & supplementary materials |
| 3 | 5 |  |  | Simple/Complex /Compound Sentences | Chapter F: Sentence Variety & supplementary materials **(Multi drafting Assignment: Draft 1 writing on Descriptive Paragraph writing)** |
|  | 6 |  |  | Use of Apostrophe, Capitalization | Error No. 14: Apostrophe Problems, Error No. 15: Incorrect Capitalization I & Error No. 16: Incorrect Capitalization II & supplementary materials **(Quiz 1 on Paragraph Organization; Probable online mode of exam: pen & paper test + photo submission on Google Classroom)** |
| 4 | 7 |  |  | Incorrect Verb Forms; Incorrect Verb Forms of Do, Be, Have | Error No. 4: Incorrect Verb Forms & Error No. 5: Incorrect Forms of Do, Be and Have Verbs & supplementary materials |
|  | 8 |  |  | Subject-Verb Agreement | Error No. 3: Lack of Subject-Verb Agreement & supplementary materials |
| 5 | 9 |  |  | Shift in Tense, Shift in Point of View | Error No. 7: Shift in Tense & Error No. 8: Shift in Point of View & supplementary materials **(Submission of Assignment 2 on Descriptive Paragraph writing)** |
|  | 10 |  |  | Omitted Commas, Semicolon | Error No. 12: Omitted Commas Part I, Error No. 13: Omitted Commas Part II & Error No. 18: Semicolon & supplementary materials **(Quiz 2 on Grammar I;** **Probable online mode of exam: short answer submission on Google Form )** |
| 6 | 11 |  |  | Reading Comprehension Practice | Readings & supplementary materials |
|  | 12 |  |  | Revision | Review of Mid Term for Summer 2021 |
| **Midterm: Week 7 (Class 13)** | | | | | |
| 7 | 14 |  |  | Narrative Paragraph | Chapter D: Narrative Paragraphs & supplementary materials |
| 8 | 15 |  |  | Narrative Paragraph | Chapter D: Narrative Paragraphs & supplementary materials |
|  | 16 |  |  | Process Paragraph | Chapter E: Process Paragraphs & supplementary materials |
| 9 | 17 |  |  | Process Paragraph | Chapter E: Process Paragraphs & supplementary materials |
|  | 18 |  |  | Prepositions | Error No. 19: Prepositions & supplementary materials (**Quiz 3 on Narrative Task;** **Probable online mode of exam: pen & paper test + photo submission on Google Classroom)** |
| 10 | 19 |  |  | Sentence Fragments | Error No. 1: Sentence Fragments & supplementary materials **(Submission of Multi drafting Assignment Final Draft)** |
|  | 20 |  |  | Run-on Sentences | Error No. 2: Run-On Sentences **(Assignment 3 on Narrative Paragraph writing)** |
| 11 | 21 |  |  | Unclear or Missing Referent | Error No. 9: Unclear or Missing referent & supplementary materials**(Quiz 4 on Process Task; Probable online mode of exam: short answer submission on Google Form)** |
|  | 22 |  |  | Lack of Pronoun Agreement & Sexism | Error No. 10: Lack of Pronoun Agreement & Sexism & supplementary materials **(Assignment 4 on Process Paragraph writing)** |
| 12 | 23 |  |  | Reading Comprehension Practice | Readings & supplementary materials **(Quiz 5 on Grammar II; Probable online mode of exam: short answer submission on Google Form)** |
|  | 24 |  |  | Revision | Review of Final Term for Summer 2021 |
| **Final Term: TBA** | | | | | |

**Letter Grade Conversion Table:**

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| A (Excellent) and above = 93  A- = 90-92 | B+ = 87-89  B (Good) = 83-86  B- = 80-82 | C+ = 77-79  C(Average) =73-76  C- = 70-72 | D+ = 67-69  D (Poor) = 60-66 | F(Fail) = Below 60 |