

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

ENGL 217 - Basic Writing Skills

4 Unit(s)

Prerequisite(s): ENGL 215 or English Level I

Recommended Prep: Reading Level II

Transfer Status: NT

68 hours Lecture

This course prepares students for ENGL 219. Students will develop reading, writing and critical thinking skills at a basic level. The focus will be on producing a variety of vocational and academic written texts, including paragraphs, essays, summaries, reading responses, articles, letters, and quick writes. Students will also develop an understanding of the choices writers make in different writing situations. Pass/No Pass Only.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Use the writing process to generate and organize ideas, draft, revise, edit and proofread.
- B. Write unified, organized texts that begin to develop support of a central point or claim.
- C. Identify different audiences and purposes and make choices appropriate to different writing situations.
- D. Use strategies for developing vocabulary.
- E. Recognize and use appropriate language, structure, format, grammar and punctuation for different writing situations.
- F. Read to question, analyze and respond to course reading.
- G. Assess own work and give feedback on the work of others.
- H. Use information technologies to support writing.
- I. Evaluate and integrate sources at an introductory level.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Writing process	6.00
2. Identifying audience and purpose	4.00
3. Recognizing writer's choices (language, structure, punctuation and word choice)	10.00
4. Organizing and developing of ideas and support	10.00
5. Using technologies to support writing	6.00
6. Reading for specific purposes (to question, analyze and respond)	8.00
7. Employing strategies for developing vocabulary	4.00
8. Assessing own work	7.00
9. Giving feedback on the work of others	5.00
10. Introduction to evaluating sources	4.00
11. Introduction to integrating sources	4.00
Total Hours	68.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- C. Discussion
- D. Reading Assignments
- E. Individual consultation
- F. Collaborative Group Activities

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Quizzes
- C. Papers
- D. Class participation
- E. Reading and writing assignments
- F. Drafts and revisions of writing
- G. Portfolio (optional)

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read "Illusion of Privacy" and identify the author's central point or claim.
 - 2. Read a variety of short biographies and analyze how audience and purpose affect word choice and details included.
- B. Writing Assignments
 - 1. Read a level-appropriate book from The Reading Lounge and write a book critique.
 - 2. Interview a classmate and write a biographical article.
- C. Out-of-Class Assignments
 - 1. Check your week 8 percentage in My Grades. Write a week 8 progress reflection analyzing and comparing your week 2, 4, 6 and 8 percentages. Then explain what, if any, adjustments you'll make over the next two weeks.
 - 2. Make an appointment with a counselor to create a Student Education Plan.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Biays and Wershoven. Along These Lines—Writing Sentences and Paragraphs. 3rd Edition. Prentice Hall, 2007.
- B. Anker. Real Skills with Readings. 2nd Edition. Bedford/St. Martin's, 2010.

Materials Other Than Textbooks:

- A. College level dictionary

Created/Revised by: Teresa Ward

Date: 03/25/2013