



Eng 102 course outline

Introduction to Composition (North South University)



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English 102: Introduction to Composition
Department of English
Summer 2020

Instructor: Ashrafun Nahar
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Class Schedule: ST 11:20 am – 12:55 pm
Office: NAC949

Course Description

English 102 is the first of three writing courses offered at NSU, required for all degrees. This course is designed for students needing skill development in writing basic English prose. The course reviews mechanics, grammar conventions and composition skills, emphasizing varied sentence structures and coherence in the writing process. Emphasis is placed on paragraph development and writing correctly and clearly for a given purpose and audience. Students will have the opportunity to practice sentence-level exercises designed to strengthen their sentence-writing skills and also analyze and critique model paragraphs and their own original paragraphs. The study of paragraph-writing skills will include generating topics, gathering and organizing details, and presenting ideas effectively in a standard paragraph structure.

Course Goals: A primary goal of the course is to provide students with practical skills that will help them to

- identify and generate basic standard English sentence patterns, employ basic grammar and mechanics of Standard Written English.
- develop an attitude of appreciation and enjoyment for the process of writing.

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

- employ pre-writing methods such as free-writing, brainstorming, listing, clustering, and informal outlining. □
- use the basic conventions of grammar and the mechanics of writing □ apply the conventions of sentence construction.
- apply the conventions of paragraph construction in his/her writing.
- write several types of paragraphs maintaining unity, coherence, adequate development
- proofread and edit to correct errors in grammar, mechanics, spelling, and punctuation

Outcomes: Demonstrate mastery of basic English writing skills.

Required Textbooks: A Course Reader will be available at the NSU Photocopy Centre.

Selections from:

Wong, L. 2002. *Paragraph Essentials – A Writing Guide*. Boston: Houghton Mufflin Co.

Winkler, A.C. & Jo Ray Mccuen-Metherell. 2006. *Writing Talk: Paragraphs and Short Essays with Readings*. 3rd Ed. Delhi: Pearsons Education & Dorling Kindersley Publishing Inc.

Reference: Murphy, R. 2004. *English Grammar in Use*. 3rd Ed. Cambridge: CUP.

Swan, M. 2005. *Practical English Usage*. 3rd Ed. (New International Student's Edition). New Delhi: OUP.
English Dictionary (required) and *English Thesaurus* (optional)

Required Materials:

1 package of regular-sized notebook paper (**NO** notebook paper torn from a spiral notebook or diary) 1
blue/black ball-point pen
Access to word processor
1 good (not pocket-size) English Dictionary

Supplemental Materials:

Instructor might either provide additional materials or student may be asked to make photocopies from the NSU photocopy centre located on the ground floor of NAC. Document is available on



a. Quizzes **b. Journals** **c. Sit-down Tests**

- Paragraphs will be graded for unity and organization, explanation and supporting details, and sentence skills.
- Midterm exams and final exam will include paragraph writing, sentence skills, editing

[In the upper left corner, leaving a one-inch margin top and left and double spacing, please write . . .]

Your name : ID
:
Course : ENG 102 Section
: Date :
Paragraph (fill in the appropriate type of paragraph) :

Title of the paragraph (this is centered) :

On any additional page in the upper right corner, write your last name and the page number. e.g.—Islam 2

Objective Tests: In addition to paragraphs, selected chapters from the Reader dealing with grammar and mechanics will be assigned, and objective tests on these chapters will be given. Failure to attend tests will lead to receiving “F”. (*See Policy*)

Folders: Journal Entries & Assignments

Each graded paragraph has to be revised, submitted after revision for a grade, and then placed (both the original and the revision) in a folder.

Cheating (copying sentences, paragraphs or test answers from other students or from books, handouts or class notes) will result in an automatic zero on that quiz, test or paragraph.

- It is mandatory to attend all classes. NSU policies of absence and tardiness will be strictly imposed. **If a student misses 5 classes or 3 classes in a row, he or she automatically fails the course.** Students who do not turn in final drafts of paragraphs or any other graded work by the due date will receive a 10% lower grade on that assignment. Three or four unexcused absences, as well as tardiness or lateness will also affect a student's overall grade. To be excused from the class, the student must meet the criteria set by the registrar's office and arrange for them to excuse him/her from attendance. Personal pleas to the instructor will not be considered.
- Attendance is extremely important because class participation strongly affects grade. Students will be evaluated on their participation, which involves taking an active part in class discussions and interacting with other class members during group work.
- Students are responsible for all information and assignments missed due to late admission, tardiness or absence. They are responsible for completing all assigned work. If, however, it is necessary to be absent, it is the responsibility of the student to provide an excuse to make up any work missed.
- Make up work MAY be provided at the discretion and convenience of the instructor. If more than the allowed paragraphs or quizzes are missed, the student will receive a zero for that work which will be averaged as a grade for that assignment.
- Academic misconduct, such as cheating and plagiarism, is not permitted. Suspected cases of academic misconduct will be reported to the appropriate authority and may result in disciplinary action against the student (including a failing grade for the course).
- You must show your ID card on the day of the exam. You will not be allowed to sit for the exam if you are unable to produce your ID card in the exam hall.

Grades will be determined according to the following breakdown:

Sit-down Tests	50%	Quiz	10%
Class work	10%	Attendance & Class Participation	10%
		Folder	10%

Weekly Schedule

This course outline and the dates established therein are tentative and subject to change at discretion of the instructor.

Class 1	The Writing Process : Planning, drafting, simmering and revising pg. 1-10	Class 2	Writing Effective Paragraphs: Structure of a Paragraph Qualities of a Paragraph
Class 3	(Contd.) Structure of a Paragraph Qualities of a Paragraph	Class 4	Descriptive Paragraph: Structure of a Descriptive Paragraph Writing Process for Descriptive Paragraphs
Class 5	Common Sentence Errors: S/V Agreement, Incorrect verb Forms, Incorrect Verb Forms of <i>Do, Be, and Have</i> ;	Class 6	Reading Strategies: Application pg239-240 Practice
Class 7	(Contd.) Reading Comprehension	Class 8	Revision
MIDTERM I - June 19, 2020 (Friday)			
Class 9	Narrative Paragraph: Structure of a Narrative Paragraph Writing Process for Narratives	Class10	(Contd) Structure of a Narrative Paragraph Writing Process for Narratives
Class 11	Sentence Variety: Simple & Compound Sentences; Complex sentences; Parallelism	Class 12	Common Sentence Errors: RunOns & Fragments
Class 13	Common Sentence Errors: Shift in Tence, Shift in Point of Veiw	Class 14	Reading Comprehension
Class 15	Reading Comprehension	Class 16	Revision
MIDTERM II – July 10, 2020 (Friday)			
Class 17	Process Paragraph: Structure of a Process Paragraph	Class 18	Writing Process for Process Paragraph
Class 19	Common Sentence Errors: Unclear or Missing Referent; Lack of Pronoun Agreement and Sexism	Class 20	Punctuation Errors: Omitted Commas Part I Omitted Commas Part II
Class 21	Punctuation Errors: Apostrophe Problems Semi-colon; colon	Class 22	Punctuation Errors: Incorrect Capitalization I Incorrect Capitalization II
Class 23	Reading Comprehension	Class 24	Revision
FINAL EXAM – August 16, 2020(Sunday)			

Please note the date of the sit-down exams are tentative. The instructor will notify you of change if any.

SAMPLE PARAGRAPH SHEET

Name	:	
ID #	:	
Course	:	ENG 102
Section	:	
Date	:	fill in the appropriate type of para graph e.g. <i>Descriptive/ Narrative/ Process</i> e.t.c.) :
Paragraph Type (

This document is available on



(Write the title of your paragraph here)