

**LING0007 – SECTION 4** **FALL 2020**  
**FOUNDATIONS OF ENGLISH WRITING AND COMMUNICATION**

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**Course Information**

Credit hours: 3	Instructor: David Jeffrey Email: davidjeffrey@scupi.cn Office: Zone 3, 320-A Tel (Main Office): 28-8599-8797 Office hours: Mon to Thurs 10-12:00
Room: 3-314	

**Required Text:**

1. *Course Pack* prepared by instructor
2. Diana Hacker, Nancy Sommers, *A Writer's Reference*  
Bedford/St. Martin's
3. *College Writing Skills with Readings*, John Langan

**Course Description**

This 3-credit course prepares students for ENG152 by developing foundational writing and communication skills. In this course students will develop grammatical and communicative competencies through active learning modules designed to develop writing on sentence, paragraph, and essay levels. The course uses collaborative projects, multi-modal communication, academic readings, and student-led research to answer questions and solve problems to improve their writing and address their language needs. Students will also develop critical speaking and listening skills through routine presentations and class discussion, allowing them to identify different registers, conduct business, and engage intellectually in an academic setting.

**Outcomes**

By the end of the course, students will be able to perform the following:

1. Write grammatically correct sentences using a variety of types and structures
2. Compose clear and coherent paragraphs
3. Respond to prompts using essays that conform to standard academic genres
4. Critically and creatively use writing to express concepts or ideas in an essay
5. Discuss topics, give criticism, and share ideas using appropriate registers of speech and writing
6. Participate in activities, and solve problems collaboratively
7. Compose and present ideas using multi-modal compositions and public speaking

**Objectives**

In this course students will complete the following:

Assignment	Outcomes Addressed	Percentage of Final Grade
Descriptive Paragraphs	Outcomes 1, 2, 4	15%

Instruction Set	Outcomes 1-5	20%
Five-Paragraph Essay	Outcomes 1-6	50%
Blog Podcast	Outcomes 1-7	40%
Routine Writing and In-Class Activities (Forum, Blog, Journaling, Short Responses, Social Media Posts)	Outcome 3	10%

Tentative Schedule (subject to change according to the instructor's discretion)

Week	Topic	Reading	Assignment Due
1	Introduction; asking questions; note taking		In-class introductory email; using discussion boards; Assign Paragraphs; podcast activity; 35-39
2	Peer review Giving feedback; verbal phrases; note taking	Read CWS 31-35; course pack #2	Paragraph Drafts; 40-49
3	Different moods/modes of sentences Active passive voice; note taking; parts of an instruction set	Read 441-446; course pack #3	Paragraph due; Writing Center Visit Form; Assign Instruction Set
4	Images and text and formatting; dictation; using articles; instruction set paragraph structure	Read 448-459; course pack #4	Internet research
5	Peer review and workshop of instruction set; note taking	Read 460-472; course pack #5	Draft of instruction set
6	In-class activity Debate: reasoning and support; podcast activity	Read 84-109	Instruction Set Due
7	Giving examples, and reasons to support an idea; transition words; dictation	Read 473-483; course pack #6	Assign 5-paragraph essay
8	5-paragraph essay peer review	Read 508-521; course pack #8	5-paragraph essay draft
9	Writing Dialogues; reporting; assign blog	Read 606-610; course pack #9	Five Paragraph essay
10	Writing Summaries; Blog and Podcast; registers of formality and politeness	Read 611-620	1 blog; 1 podcast
11	Peer review blog posts and podcast voice	Peer review/workshop materials	5 blogs/podcasts
12	Blog and Podcast presentations		Blog and Podcast Due

### **Attendance**

Students who miss more than two classes without an excuse will be deducted half of a letter grade for each additional absence (5 points out of a hundred from your final class average). Arriving late, leaving class during the lecture, or leaving the class early without an excuse will be recorded—missing class three times in any of these manners will be counted as one absence.

### **Student Use of Electronic Technology Policy:**

Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission.

Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately.

If you have questions about what this means, please talk to your individual instructor.

### **Recording:**

To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance written permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

### **Make-up Policy for Missed Assignments and Tests:**

Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes. No late work will be accepted without instructor approval; it will receive a grade of 0 (zero).

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.
- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. Do not assume that your teacher will accept late assignments. Also, you will lose points for late work in this situation.
- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you will receive a "0" for that assignment.

### **SCUPI Honor Code:**

Students in this course must follow the SCUPI Honor Code. This includes:

- must not get help from anyone to do his/her work without the teacher's permission.
- must not get help from any outside sources to do his/her work without the teacher's permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F.

Writing Center Policy: first instance will result in failure in assignment with option of re-write; second instance will result in failure of assignment and meeting with Writing Center director; third instance will result in failure in the course and referral to university officials for Honor Code violation.

**Participation:**

Active participation is crucial for language learning. Participating in class makes you an engaged learner of English. In this class, participation means:

- arriving to class on time
- staying on task (including appropriate use of technology)
- actively listening to your classmates and teacher when they speak in class
- asking questions
- bringing all class materials
- attending class regularly
- completing all homework on time
- actively and constructively participating in class activities
- being prepared to answer questions
- using only English in class