



**EN 105 *Essentials of Writing* (3)
Fall 2002**

Instructor: Rita Dirks Heath **Office:** Room 506
Office Hours: 11:00 a.m. – 12:30 p.m. **Office Phone:** 571-2550, ext. 230
T/TH, or by appointment **Class Location:** Room 2
Class Times: Tu/Th 1:00-2:15 p.m. **E-Mail Address:** Rita.Heath@nuc.edu

Required Texts

Norton, Sarah, and Brian Green. *The Bare Essentials: Form A*. Fifth Edition. Toronto: Harcourt, 2001.

Course Description

This course is designed to review and strengthen basic grammar and writing skills. All aspects of essay writing will be covered, including the construction of sentences and paragraphs, correct usage of words, spelling, punctuation, and documentation.

Course Objectives

1. This course will provide students with the understanding of the essentials of composition.
2. This course will give students the tools to write effectively.

Course Schedule

September	5	Introduction to grammar and writing
	10	Unit 1: Spelling
	12	Unit 1
	17	Unit 1; Quiz on Unit 1
	19	Unit 2: Sentence Structure
	24	Unit 2
	26	Unit 2

October	1	Unit 2; Quiz on Unit 2
	3	Unit 3: Grammar
	8	Grammar
	10	MIDTERM
	15	Grammar
	17	Grammar; Quiz on the second half of Unit 3
	22	Unit 4: Punctuation
	24	Unit 4
	29	Unit 4
	31	Unit 4: Quiz on Unit 4
	November	12
14		Unit 5
19		Unit 5
21		Unit 5; paragraph and essay outline due
26		Unit 6: Beyond the Bare Essentials
28		Unit 6
December	3	Unit 6
	5	Unit 6; Essay due
	10	Review for Exam

Course Requirements and Grading

1. Students should do all the prescribed readings before class and be prepared to participate in class discussion.
2. Assignments are due on the dates specified. Late assignments will not be accepted, unless extenuating circumstances can be shown.
3. Plagiarism in any of its forms will not be tolerated. Please read the policy regarding plagiarism in the NUC Handbook.
4. I do not take attendance. However, the student is responsible for all the information given in class, and also for any changes to the syllabus that are announced in class.
5. Grading:

Quizzes (4x10%)	40%
Paragraph and Outline	10%
Midterm	10%
Essay	10%
Final Exam	30%