



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

Instructor:	Kirk Layton	Office:
Office Hours:	9:30-10:00 T/Th	Phone:
Class Times:	8:15-9:30 T/Th	Location:
E-mail:	khlayton@aol.com	

Required Text

Sarah Norton & Brian Green. *The Bare Essentials Form A, fifth edition.*
Harcourt: Toronto, 2001.

Recommended Text

A Canadian dictionary

Course Description

This course will review the basics of grammar and writing skills.

Course Objectives

The primary objective of this course is to improve the writing ability of the student. The student will review grammar through the exercises in the text and additional material brought to class. The student is encouraged to work on assignments in the text that have supplied answers. The student will also have access to the text's web site for additional exercises.

The student will also learn the basics of paragraph and essay writing through course assignments.

English 105 Reading Schedule

Students should note that this schedule is tentative.
You will only know where we are by attending class.

Jan 15 Introduction

Unit One: Spelling

Jan 17, 22

Unit Four: Punctuation

Jan. 24, 29

Jan. 29 unit one/four quiz

Unit Two: Sentence Structure

Feb. 5, 7

Feb. 14 (no class)

Feb. 18-22 (reading break)

Feb. 26, 28

March 5 **unit two quiz****Unit Five: Organizing Your Writing**

March 7, 12, 14

March 12 **paragraph due****Unit Three: Grammar**

March 19, 21, 26, 28 April 2, 4

March 21 **essay outline due**April 4 **essay due**April 9 **unit three quiz****Unit Six: Beyond The Bare Essentials**

April 11

April 16 review

final essay outline dueTBA **Final Exam as Scheduled****Course Requirements and Grading**

	attendance/participation	5%
Jan. 29	unit one/four quiz	10%
March 5	unit two quiz	15%
March 12	paragraph	5%
March 21	essay outline	5%
April 4	essay	15%
April 9	unit three quiz	15%
April 16	essay outline	5%
TBA	final exam	25%

Important Notes

Assignments are due at the beginning of the class for the day scheduled. Late assignments will be penalized one half letter grade per day. Any assignment more than seven days late will be given an F.

Plagiarism and cheating of any matter will not be tolerated and will result in disciplinary action.

In accordance with NUC policy, a student who misses more than three classes may be withdrawn from the class at the instructor's discretion.