

COURSE OUTLINE **Paragraph Groundwork**

Course Description

EG 050. Paragraph Groundwork. 1 hour credit. Prerequisite: EG 040 with a C or better or instructor approval based on diagnostic testing beyond pre-determined ASSET Writing score. This course will enable the student to identify and correct fragment, run-on, and comma splice errors in his/her sentences. The student will write focused, organized, supported paragraphs using the steps of the writing process.

Course Relevance

The principles learned in this course will enable the student to improve his/her written communication skills at the sentence to paragraph level.

Required Materials

Langan, J. (2006). *English skills*. (8th ed.). New York, NY: McGraw-Hill.

Learning Outcomes

The intention is for the student to be able to

1. Avoid fragment, run-on, and comma splice errors in his/her own writing by applying grammar concepts learned
2. Write focused, organized, supported paragraphs

Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Writing
 - Through the use of the steps of the writing process, the student will write a minimum of five focused, organized, supported paragraphs
2. Critical Thinking
 - Through analysis of the structure of individual sentences, the student will identify and correct fragment, run-on, and comma splice errors

Secondary skills (developed but not documented):

Field-Related Technology
Reading
Listening

Major Summative Assessment Task(s)

These learning outcomes and the primary Learning PACT skills will be demonstrated by

1. Using the steps of the writing process to write a focused, organized, supported paragraph without fragment, run-on, or comma splice errors

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Process of Writing
 - B. Focused writing
 - C. Well-organized writing
 - D. Well-supported writing
 - E. Grammatically correct sentences
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. The importance of communicating clearly in writing
 - B. The importance of communicating correctly in writing
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Steps in the writing process
 - B. How an effective topic sentence promotes focus and organization
 - C. How organization affects clarity
 - D. How specific details and examples affect clarity
 - E. How grammar and punctuation affect clarity
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Use prewriting strategies and journaling to find topics and organize ideas
 - B. Write clear, focused topic sentences
 - C. Support topic sentences with specific major and minor details
 - D. Use time order and emphatic order in paragraphs
 - E. Use appropriate transition words and phrases
 - F. Write effective conclusion statements
 - G. Revise and edit drafts
 - H. Write grammatically correct sentences
 - I. Identify and correct fragment, run-on, and comma splice errors
 - J. Maintain consistent point-of-view and verb tense
 - K. Use specific and concise wording

Learning Units

- I. Following the writing process
 - A. Prewriting and journaling
 - B. Drafting
 - C. Revising
 - D. Editing
- II. Developing topic sentences
 - A. The focused topic
 - B. The writer's idea or attitude about the topic
- III. Supporting topic sentences with specific details
 - A. Major supporting details
 - B. Minor supporting details

- IV. Organizing details
 - A. Time order
 - B. Emphatic order
- V. Using transitions
 - A. Addition words
 - B. Time words
 - C. Other common transition and connecting words
- VI. Revising and editing drafts
 - A. Sentence revision
 - 1. Consistent point-of-view
 - 2. Consistent verb tense
 - 3. Specific and concise wording
 - 4. Variety of sentence forms
 - B. Paragraph evaluation and revision
 - 1. Unity
 - 2. Support
 - 3. Coherence
 - 4. Sentence skills
 - C. Editing and proofreading
- VII. Writing grammatically correct sentences
 - A. Review of subjects, verbs, prepositional phrases
 - B. Review of simple sentences
 - C. Review of compound sentences
 - D. Review of complex sentences
- VIII. Identifying and correcting fragment, run-on, and comma splice errors
 - A. Fragments
 - 1. Clause and phrases
 - 2. Revision fragments into sentences
 - B. Run-on sentences
 - 1. Identification of run-ons
 - 2. Correction of run-ons using a variety of methods
 - C. Comma Splices
 - 1. Identification of comma splices
 - 2. Correction of comma splices using a variety of method

Learning Activities

Learning activities will be assigned to assist the student in achieving the intended learning outcomes. Instructor explanation of material, discussions, writing assignments, journaling, exercises, on-line exercises, and tests will contribute to the learning process.

Grade Determination

The student will be graded on completion of learning activities. The grade will be determined by the evaluation of writing assignments, exercises, tests, and assessment tasks.