

Course Outline

COURSE: ESL 585 **DIVISION:** 10 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2012 **Inactive Course**

SHORT TITLE: EDITING FOR ESL WRITERS

LONG TITLE: Editing for ESL Writers

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	17.34	Lecture:	3	52.02
		Lab:	1	17.34
		Other:	0	0
		Total:	4	69.36

COURSE DESCRIPTION:

This course is designed to help second language writers develop self-editing techniques to improve their writing. Students learn to identify and correct grammatical and usage errors in their writing as they become aware of general linguistic rules of English. Students learn to fix, and ultimately avoid, many errors commonly made by second language writers. **ADVISORY:** ESL 554 or ESL Assessment Recommendation.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

1. Demonstrate understanding of specific grammatical and mechanical aspects of English.

ILO: 2,1

Measure: pre- and post-tests and quizzes

2. Explain correct and incorrect use of particular grammatical structures.

ILO: 2,1

Measure: Quizzes, tests, journals

3. Analyze and edit short and long pieces of writing for correct use of grammar and mechanics.

ILO: 2,1

Measure: Quizzes, tests, classroom handouts

4. Analyze and edit own writing for correct use of grammar and mechanics.

ILO: 2,1,6

Measure: Classroom handouts, writing assignments

5. Compare and contrast various grammatical structures and aspects of mechanics.

ILO: 2,1

Measure: Quizzes, tests, journals, class discussion

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

INACTIVE COURSE: 02/27/2012

4 Hours

CONTENT: Students will get an OVERVIEW of the course and the different activities and strategies that will be employed; they will take a pre-test of general aspects of grammar and mechanics in English writing to serve as a diagnostic tool for the instructor and individualize instruction; simple grammatical vocabulary and editing symbols will be introduced to facilitate use of materials and self-editing. Students will practice basic editing techniques in a tutoring session using a short piece of their own writing.

expression of thoughts in English and discuss particular issues in their writing and aspects of grammar; they will practice preliminary editing techniques on pieces of writing; they will write in response to a prompt to do self-editing on this piece of writing; they will be introduced to a typical tutoring session and visit the ESL Computer Lab and familiarize themselves with specific software assigned.

STUDENT PERFORMANCE OBJECTIVES: To demonstrate mastery level with particular aspects of grammar and mechanics via a pre-test; to analyze troublespots in each student's writing; to practice basic editing skills on short pieces of writing; to familiarize themselves with tutoring sessions and learn how to access and use specific software programs in the ESL Computer Lab.

4 Hours

CONTENT: Students will review the THE VERB PHRASE. They will take a pretest to determine their level of mastery with this unit. They will discuss the verb and the helping verb and the different verb forms and how they work in a sentence. Students will take a pre-test to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a

short writing assignment to practice the correct use of the verb phrase in English; they will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a sentence and verify that it contains all essential aspects to be a complete sentence; to use the principal and the auxiliary verb correctly; to demonstrate application of editing techniques in a piece of writing; to practice basic parts of a sentence and the verb phrase in a lab session.

4 Hours

CONTENT: Students will review the COMPLETE SENTENCE and discuss the basic elements of a sentence, sentence fragments, and dependent clauses. They will review subject/verb, the four basic patterns of sentences (simple, compound, complex, and compound-complex) and how each is formed, and sentence fragments and ways to correct them. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment. Students will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the kind of sentences being used; to recognize the subject and verb in a sentence; to recognize a sentence fragment and correct it; to practice editing techniques in a lab session.

4 Hours

CONTENT: Students will review AGREEMENT in writing and discuss agreement in subject-verb, singular-plural, reference agreement, and agreement with non-count nouns and quantifiers. They will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment. Then they will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine if there is correct agreement; to recognize errors with agreement in a sentence or paragraph and fix them; to practice correcting errors with agreement and editing techniques in a lab session.

8 Hours

CONTENT: Students will review VERB TENSES and discuss agreement of verb tenses, common errors in tense, and time focus. Students will review simple present vs. present continuous, linking verbs, perfect tenses vs. simple tenses, future tense in adverbial clauses, and time focus in the present, past, and future time frame. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write two journal entries and short writing assignments to practice the correct use of different verb tenses in English. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use of different verb tenses; to

practice correcting errors with verb tenses and editing techniques in a lab session.

4 Hours

CONTENT: Students will review DETERMINERS and discuss what a determiner is, when it must be used, when it shouldn't be used, articles a/the, the article "the" in superlatives, using "the" with proper nouns, and the articles "a/an." Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment to practice correct use of determiners. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use of determiners; to recognize errors with determiners and fix them; to practice correcting errors with determiners and editing techniques in a lab session.

4 Hours

CONTENT: Students will review WORD FORMS and discuss the different parts of speech, gerunds and infinitives, and using an English/English dictionary to find the part of speech. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment to practice using different word forms correctly. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use of different word forms; to recognize errors in different word forms; to practice correcting errors with word forms and editing techniques in a lab session.

4 Hours

CONTENT: Students will review the use of PASSIVE VOICE and discuss the differences between active and passive voice, the structure of the passive voice sentence, and the use of adjectives in an active and passive voice sentence. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment to practice using the passive voice. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use and appropriateness of the passive voice; to recognize errors with the passive voice; to practice correcting errors with passive voice and editing techniques in a lab session.

8 Hours

CONTENT: Students will review CONJUNCTIONS and discuss complex vs. compound sentences, coordinating and subordinating conjunctions, the comma splice and the run-on sentence, conjunction "agreement," and conjunctions used in relative vs. noun clauses. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write two journal entries and short writing assignments to practice using conjunctions and kinds of sentences. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use, appropriateness, and punctuation of different conjunctions; to recognize and correct errors with comma splice and run-on sentences; to practice correcting errors with conjunctions, comma splice, and run-on sentences and editing techniques in a lab session.

4 Hours

CONTENT: Students will review the English system of MECHANICS, i.e., the way we use marks and letters to show when sentences begin and end and how clauses and phrases go together so a reader can more clearly understand what a writer says. Students will discuss ways of ending a sentence, commas, apostrophes/hyphens, quotations, capitalization, and abbreviations/numbers. Students will take a pretest to determine their level of mastery with this unit.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry and a short writing assignment to practice using different aspects of mechanics. They will demonstrate application of editing techniques in a lab session.

STUDENT PERFORMANCE OBJECTIVES: To analyze a variety of sentences and paragraphs to determine the correct use of punctuation and capitalization; to recognize errors with different aspects of mechanics; to practice correcting errors with mechanics and editing techniques in a lab session.

4 Hours

CONTENT: Students will do GENERAL EDITING PRACTICE covering all the common areas of error reviewed in class. Students will do extensive practice with sentences, paragraphs, and their own writing to review general editing techniques. Students will evaluate their major areas of trouble from those covered in class and write a journal entry reflecting on this and on editing in general.

OUT OF CLASS ASSIGNMENTS: Students will write a journal entry to reflect on their writing and editing techniques. They will demonstrate application of editing techniques in a final lab session.

STUDENT PERFORMANCE OBJECTIVES: To practice editing at different levels in a wide range of troublesome areas for second language writers; to self-evaluate their areas of focus in editing; to practice correcting a variety of errors and editing techniques in a lab session.

2 Hours

METHODS OF INSTRUCTION:

Students take pre-tests and post-tests on particular grammar structures and aspects of usage and mechanics test their understanding of each; they keep written logs of points discussed; and they analyze and edit pieces of writing to find and correct both global and specific errors.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Other: Journals

The problem-solving assignments required:

None

The types of skill demonstrations required:

None

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 50% - 60%

Problem-solving demonstrations: 0% - 0%

Skill demonstrations: 0% - 0%

Objective examinations: 40% - 50%

Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Ascher, "Think about Editing", Heinle & Heinle Publishers, 1993

Lane, "Writing Clearly: An Editing Guide", Heinle & Heinle Publishers, 1999

Raimes, "Grammar Troublespots", Cambridge University Press, 2004

Young, Nitty Gritty Grammar, Cambridge University Press, 1998 or other appropriate college level text.

Reading level of text: ESL Advanced level grade. Verified by: Bea C. Lawn

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: A

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000456088
Sports/Physical Education Course: N
Taxonomy of Program: 493084