SYLLABUS

COURSE TITLE: Written Communication

COURSE NUMBER: ING 114

PREREQUISITE: ING 113

CREDITS: Three (3) credits, three (3) hours weekly, One (1) semester

DESCRIPTION

This course teaches and applies the basic principles of effective composition in various essay formats. It also helps students to master important grammar, punctuation, and usage skills in themes highlighting ethical values. This course must be passed with a minimum of a C.

JUSTIFICATION

Written communications skills in English are essential to achieve professional advancement in almost any field today. By providing intensive practice in writing, English 114 aims to help students express themselves clearly and logically, a must for all future careers.

OBJECTIVES

By the end of English 114, students should be able to:

1. Use basic library resources for research, preparation of bibliography, and for the development of essays.
2. Prepare clear and precise outlines to guide them in the writing of their essays.
3. Develop thesis statements, topic sentences, concluding statements for essays.
4. Practice summarizing and paraphrasing skills.
5. Develop well-structured 5 paragraph essays (narrative, descriptive, comparison/contrast, problem/solution, expository, persuasive)
6. Express themselves in writing on issues of ethics and personal values.
7. Research and evaluate academic information that will result in strong, plagiarism free work.

COURSE OUTLINE

I. Initial evaluation
   A. Initial assessment
   B. Introduction to the course

II. Researching
   A. Library skills
      1. General use of library resources
      2. Use of the Internet and the WWW
   B. Preparing the bibliography

III. Organizing
   A. Pre-writing
   B. Outlining

IV. Elements of the essay
   A. Narrowing the topic
   B. Developing the essay
      1. Introductory paragraphs
      2. Thesis statement
      3. Topic sentences
      4. Supporting details
      5. Concluding statements
      6. Choosing a title
   C. Developing supporting paragraphs
      1. Narrative
      2 Descriptive
      3. Expository
      4. Others
   D. Summarizing, paraphrasing, and quoting

V. Writing and Revising the Essay
   A. Writing different types of essays
   B. Final assessment

INSTRUCTIONAL STRATEGIES

Explanation, small and large group discussions
Reading of given sample essays
Writing and editing activities

EVALUATION

Essay writing	40%
Activities and/or quizzes	20%
Assignments	20%
Final Essay	<u>25%</u>
Total	100%

BIBLIOGRAPHY

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Las bases de datos electrónicas a las cuales la Biblioteca Madre María Teresa Guevara está suscrita directamente y a través del Consorcio COBIMET, incluyen libros, documentos, artículos de revistas y periódicos, y otros recursos de información relacionados con los temas del curso.

Para utilizar las bases de datos siga los siguientes pasos:

Para acceder desde la biblioteca:
- escriba la dirección **http://biblioteca.sagrado.edu/,**
- seleccione **Biblioteca Virtual** y aparecerá la página en la cual podrá comenzar a hacer sus búsquedas de información y acceder a las bases de datos por disciplina o en orden alfabético.

Para acceder fuera de la Universidad o utilizando computadoras personales:
- escriba la dirección **http://biblioteca.sagrado.edu/,**
- seleccione **Biblioteca Virtual,** y será redirigido a la página del portal de Sagrado.
- escriba su nombre del usuario y la contraseña.
- busque y seleccione el icono *Biblioteca Virtual* y aparecerá la página en donde podrá comenzar a hacer sus búsquedas de información y acceder a las bases de datos por disciplina o en orden alfabético.

Como segunda opción
- escriba la dirección https://portal.sagrado.edu
- escriba su nombre de usuario y contraseña
- busque y seleccione el icono *Biblioteca Virtual* y aparecerá la página en donde podrá comenzar a hacer sus búsquedas de información y acceder a las bases de datos por disciplina o en

orden alfabético.

Any student requiring accomodation must submit a request to the Associate Dean for Student Affairs.

August 2012