



ESL 274/474 Grammar and Proofreading for Writers Spring 2023

Instructor:	Daniel Chia-I Tung	Email:	tungdaniel@fhda.edu
Time:	Mon/Wed 1:30pm-2:45pm	Office:	https://fhda-edu.zoom.us/my/tungdaniel
Room:	https://fhda-edu.zoom.us/my/tungdaniel	Office Hours:	Mon 3:00pm-5:00pm

Zoom Link

For each class, we will meet on Zoom with this link: <https://fhda-edu.zoom.us/my/tungdaniel>

Contact Preference

Email is the best way to contact me, and please include your name and class.

Course Description

Focus on helping students become successful academic writers by addressing their individual needs to understand grammatical structures fundamental to college writing and to develop effective proofreading skills.

Student Learning Outcomes

When you complete this course, you will be able to

1. Critically read and discuss various genres and analytically respond in writing.
2. Analyze and use English grammar, usage and mechanics for correctness in writing for various academic purposes.
3. Evaluate own writing to edit and proofread effectively.

Prerequisites

EWRT 200 and READ 200, or ESL 261, 262 and 263.

Required Materials

- Textbook: ***Writing Clearly: Grammar for Editing*** (Third Edition)
 - Authors: Janet Lane and Ellen Lange
 - ISBN-13: 9781111351977
 - ISBN-10: 111135197X

Attendance

Attend every class and arrive a few minutes before class begins. If you are going to be absent during the first 2 weeks of the quarter, you **MUST** notify me. If not, I will assume that you are not interested in the class anymore and drop you. **You may be dropped from the course if you miss class.** Attendance is directly related to your success.

If you are absent or late, please contact a classmate or check Canvas to find out what you missed.

If for any reason you decide to withdraw from the course, please let me know AND drop the course yourself by phone or online to avoid getting a failing grade.

Because this is an online class, it is extremely helpful to the instructor if you turn on your camera; please do so whenever possible!

Important Dates

April 10	Spring classes begin
April 22	Last day to add classes
April 23	Last day to drop classes without a W
May 27-29	Memorial Day Weekend - no classes, offices closed
June 2	Last day to drop classes with a W
June 19	Juneteenth Holiday - no classes, offices closed
June 26-30	Final exams

Course Content and Grading Categories

Two Take-home Essays and Three Revision Assignments (40%): You will complete TWO multi-drafted (outline; first draft; final draft) 5-paragraph essays. You will revise THREE writing assignments from any class; you must submit both a draft and a revision, and your revisions will be graded on grammatical accuracy and quality of writing.

Grammar Paragraphs (35%): You will write a short paragraph (6-8 sentences) each week using grammar from the textbook correctly and appropriately. Some of these paragraphs will be responses to provided readings.

In-class Midterm Essay (10%): You will write and submit an abbreviated 4-paragraph essay in response to a provided prompt.

In-class Final Essay (15%): You will write and submit a 5-paragraph essay in response to a prompt.

Grading Scale:

97-100	= A+	77-79	= C+
93-96	= A	70-76	= C
90-92	= A-	67-69	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	≤ 59	= F

Academic Honesty

Except for pair and group assignments, all assignments must be done BY YOURSELF. Any form of cheating will NOT be tolerated in any case. Cheating includes, but is not limited to:

- Copying from another student's homework, quiz, exam or any other material. Students who help someone else cheat in any way will also receive an automatic 0.
- Having someone else do your assignment and submitting it as your own.
- Getting "too much help" from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material (even a single sentence) from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called PLAGIARISM and is considered a serious offense.

Any student caught cheating or plagiarizing will receive a 0 for the assignments and may even be dropped from the course.

Electronic Devices

Even though our class is online, you will be required to refrain from using other electronics aside from those used to access class material and also refrain from using other sites during class time.

Classroom Behavior

Please listen respectfully to others in class. Sometimes we may disagree with each other, but it is important to do so in a respectful way. Also, unless it's an emergency, remain in our Zoom meeting until class is over. Anyone showing disrespectful or disruptive behavior may be asked to leave the meeting.

Disability

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. Please contact the Disability Support Services or the Educational Diagnostic Center to coordinate reasonable accommodations for students with documented disabilities.

Tentative Schedule

	Monday	Wednesday	Homework for Monday
Week 1 4/10, 4/12	<ul style="list-style-type: none"> Course Overview Parts of Speech Phrases, Clauses, Sentences Diagnostic Writing 	<ul style="list-style-type: none"> Unit 1: Verb Tenses Unit 2: Verb Forms Introduce Grammar Paragraphs 	<ul style="list-style-type: none"> Grammar Paragraph 1 Unit 1 (Ex.1-6, post-test) Unit 2 (Ex.1-7, post-test)
Week 2 4/17, 4/19	<ul style="list-style-type: none"> Review HW 5-Paragraph Academic Essay Introduce Essay 1 	<ul style="list-style-type: none"> Unit 3: Modals Unit 4: Conditional Sentences Structure & Organization Outlining 	<ul style="list-style-type: none"> Grammar Paragraph 2 Unit 3 (Ex.1-4, 6, post-test) Unit 4 (Ex.1-8, post-test) Essay 1 Outline
Week 3 4/24, 4/26	<ul style="list-style-type: none"> Review HW Review Outlines 	<ul style="list-style-type: none"> Unit 5: Passive Voice Editing Symbols (p.338) 	<ul style="list-style-type: none"> Grammar Paragraph 3 Unit 5 (Ex.1-4, post-test) Essay 1 First Draft
Week 4 5/1, 5/3	<ul style="list-style-type: none"> Review HW Introduce Revision Assignments (can be turned in early) Expand Vocabulary (p.320) 	<ul style="list-style-type: none"> Unit 6 Relative, Adverbial, and Noun Clauses 	<ul style="list-style-type: none"> Grammar Paragraph 4 Unit 6 (Ex.1-9, post-test) Essay 1 Final Draft
Week 5 5/8, 5/10	<ul style="list-style-type: none"> Review HW Review Essay 1 	<ul style="list-style-type: none"> Unit 7 Sentence Structure Unit 8 Word Order 	<ul style="list-style-type: none"> Grammar Paragraph 5 Unit 7 (Ex.1-4, post-test) Unit 8 (Ex.1-3, post-test)
Week 6 5/15, 5/17	<ul style="list-style-type: none"> In-class Midterm Essay 	<ul style="list-style-type: none"> Review HW Unit 9 Connecting Words 	<ul style="list-style-type: none"> Grammar Paragraph 6 Unit 9 (Ex.1, 4, post-test) Revision Assignment 1
Week 7 5/22, 5/24	<ul style="list-style-type: none"> Review HW Academic Writing (p.322) 	<ul style="list-style-type: none"> Unit 10 Subject Verb Agreement Unit 11 Articles 	<ul style="list-style-type: none"> Grammar Paragraph 7 Unit 10 (Ex.1-3, post-test) Unit 11 (Ex.1-3, post-test)
Week 8 5/29, 5/31	<ul style="list-style-type: none"> No Class 	<ul style="list-style-type: none"> Review HW Avoiding Nonidiomatic Language (p.327) Introduce Essay 2 	<ul style="list-style-type: none"> Grammar Paragraph 8 Essay 2 Outline Revision Assignment 2
Week 9 6/5, 6/7	<ul style="list-style-type: none"> Review Outlines Improve Flow of Ideas (p.333) Additional Practice 	<ul style="list-style-type: none"> Unit 12 Singular and Plural of Nouns Unit 13 Word Choice 	<ul style="list-style-type: none"> Grammar Paragraph 9 Unit 12 (Ex.1-3, post-test) Unit 13 (Ex.1-3, post-test) Essay 2 First Draft
Week 10 6/12, 6/14	<ul style="list-style-type: none"> Review HW Revise Writing (p.335) 	<ul style="list-style-type: none"> Unit 14 Word Forms Unit 15 Prepositions 	<ul style="list-style-type: none"> Grammar Paragraph 10 Unit 14 (Ex.1-6, post-test) Unit 15 (Ex.1-4, post-test) Essay 2 Final Draft
Week 11 6/19, 6/21	<ul style="list-style-type: none"> Review HW Review Essay 2 	<ul style="list-style-type: none"> Appendix C (p.345) Additional Practice 	<ul style="list-style-type: none"> Revision Assignment 3
Week 12 6/26	<ul style="list-style-type: none"> In-class Final Essay (1:45pm to 3:45pm on Monday 6/26) 		