

College of San Mateo
Official Course Outline

1. **COURSE ID:** ENGL 875 **TITLE:** English Grammar

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

Method of Grading: Grade Option (Letter Grade or Pass/No Pass)

2. **COURSE DESIGNATION:**

Non-Degree Credit

Transfer credit: none

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Comprehensive review of English grammar, including topics such as syntax, agreement, verb tenses, precision, coordination and subordination, the absolute phrase, the elliptical clause, and punctuation and graphics.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Identify all major parts of English sentences
2. Understand the ways in which syntactic structures and their nuances impact meaning
3. Compose original sentences using a variety of syntactic and stylistic grammatical structures
4. Make logical grammatical choices in writing to achieve a desired rhetorical or stylistic effect on a reader
5. Edit prose correctness, clarity, and concision, correctly applying the rules of grammar, usage, and mechanics

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Identify all major parts of English sentences
2. Understand the ways in which syntactic structures and their nuances impact meaning
3. Compose original sentences using a variety of syntactic and stylistic grammatical structures
4. Make logical grammatical choices in writing to achieve a desired rhetorical or stylistic effect on a reader
5. Edit prose correctness, clarity, and concision, correctly applying the rules of grammar, usage, and mechanics

6. **COURSE CONTENT:**

Lecture Content:

1. The basic sentence:

Sentence patterns and functions:

declaratives, interrogatives, imperatives, exclamations

linking verb patterns, transitive verb patterns, intransitive patterns, expletive/-cleft patterns

2. Subjects and Verbs

Sentence focus

Verbs and tenses

Active and passive voice constructions

3. Sentence development and modification

Adjective clauses

Noun phrase appositives

Verbal phrase modifiers

Absolute phrases

Noun clauses

Free modifiers

4. Joining clauses and showing logical relationships between ideas

Coordinating conjunctions

Parallel series

Subordinating conjunctions

Adverb clauses
Correlative conjunctions
Transitional adverbs
The logic and rhetoric of joining

5. Editing: Correct, Clear, and Concise

Punctuation and rhetorical choices
Periods and semicolons
Commas, colons, and dashes
Apostrophes, capitalization, abbreviations, document format

6. Proofreading

For sentence boundaries—run together sentences and sentence fragments
For dangling and misplaced modifiers
For pronoun reference and agreement
For verb tense, form, and agreement

Lab Content:

None

TBA Hours Content:

None

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Directed Study
- C. Activity
- D. Discussion
- E. Individualized Instruction
- F. Other (Specify): Lectures and instructor-led discussion to introduce course topics and to bridge between course units; reading of textbook explanations and model texts, both in class and at home, to extend understanding of grammatical structures and to observe and discover the rhetorical effects of grammatical choices; sentence combining and modification exercises, completed in class and at home, to discover, practice, and master grammatical usage patterns and stylistic and rhetorical effects; in-class group and partner work to discover patterns in language, practice skills, and extend learning; small group and whole class discussions of the rhetorical impact of stylistic and grammatical choices in model texts (both non-fiction and fiction); review of homework and classwork practice and mastery exercises.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

See attached writing assignment sample

Reading Assignments:

Reading from textbook (explanations of particular rules of grammar, usage, and mechanics); magazine and newspaper articles; and/or books that provide rhetorical and stylistic models.

Other Outside Assignments:

Sentence analysis exercises; sentence combining exercises; proofreading exercises; editing exercises

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Papers
- H. Quizzes
- I. • Practice exercises: Sentence combining and modification exercises • Reading assignments • Journals and other informal writing about coursework and model texts • Brief essays and descriptive papers • In-class quizzes on coursework • Midterm and final exams • Individual and group presentations

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Bacon, Nora. *The Well-Crafted Sentence: A Writer's Guide to Style*, 2 ed. Boston: Bedford/St. Martin's, 2012
- B. Kolln, Martha J. and Lorretta S. Gray. *Rhetorical Grammar: Grammatical Choices, Rhetorical Effects*, 8th ed. Longman, 2016
- C. Slater, Lauren. *Welcome to My Country*, ed. Anchor Books, 2012
- D. Didion, Joan. *Salvador*, ed. New York: Vintage, 1994
- E. Sacks, Oliver. *Seeing Voices*, ed. New York: Vintage, 2000
- F. Langan, John and Janet M. Goldstein. *English Brushup*, 6th ed. New York: McGraw Hill, 2014

Possible manuals include:

- A. Altman, Pam and Mari Caro. Sentence Combining Workbook, Cengage, 06-18-2014

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Course Originator: Jeremy Wallace