

LSCM 0351 Reading and Writing English as a Second Language
Thursdays: 6:00- 7:59 pm (Broward)
NOBTS – Campus du Sud de la Floride
Professeur: Celucien L. Joseph, Ph.D.
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Spring, 2014

I. Seminary Mission Statement

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

II. Extension Centers Purpose Statement

The purpose of the extension centers is to fulfill the purpose of the seminary by providing a program of quality theological and practical education in the extension centers.

Course Objective:

This course emphasizes the development of English comprehension that leads to more confident written and oral communication. This will be accomplished by review of the basics in English grammar, class exercises in grammar skills, spelling quizzes, creative writing, crossword puzzles (for vocabulary), and study of the basics in clear expository writing.

Required Texts:

Thurman, Susan, and Larry Shea. *The Only Grammar Book You'll Ever Need: A One-Stop Source for Every Writing Assignment*. Avon: Adams Media, 2003. (**OGBY**).

Baugh, Sue L. *Essentials of English Grammar*. 3rd edition. New York: McGraw-Hill, 2005. (**EOEG**).

Material Needed for Class:

- A good English Dictionary
- Pen – blue or black
- White lined paper
- Pencil for quizzes and tests
- A thumb (flash, jump) drive

Course Evaluation:

This course will be evaluated on the basis of demonstrated improvement of the student's English comprehension and expression. The final grade will reflect the student's improvement in reading and writing skills throughout the course. Quizzes, spelling tests, and short writing assignments will be used for evaluation of the student's performance.

The final grade for the course will consist of the following:

Quizzes	10%
Writing assignments	30%
Participation	10%
Weekly assignments	15%
Midterm Exam	15%
Final Exam	20%
Final grade	100%

Course Learning Outcomes:

1. To communicate with clarity and effectiveness through reading and writing;
2. To read for critical insight;
3. To integrate the rules of grammar and proper punctuation in one's writing;
4. To study English vocabulary, using spelling lists and quizzes, and class spelling bees to give practice in correct spelling;
5. A simplified approach to elements of English composition, focusing on the writing of effective paragraphs.
6. Use of crossword puzzles, solved collectively by the class, to strengthen vocabulary and increase awareness of word meanings.
7. Use of brief literary selections for oral readings in class, to strengthen reading skills and English comprehension.

Writing Skills:

1. selecting and refining a topic,
2. gathering and organizing information as support evidence,
3. identifying an audience, developing a purpose, and formulating a thesis statement,
4. composing logical sentences and paragraphs,
5. developing a clear, logical structure, applying acceptable grammar, mechanics, and usage

Reading Assignments:

Assigned readings in the *The Only Grammar Book You'll Ever Need (OGBY)* text will introduce you to critical reading and writing techniques and will provide information about and examples of essays employing the modes of development that you will be using in your paragraph essays.

Study assignments in *Essentials of English Grammar (EOEG)* will provide information on grammar, mechanics, and usage. The *EOEG* is a reference book and should be used as needed to help you refine your writing and grammar skills.

*Students are expected to read the assigned sections of the textbooks before coming to class. Some of the readings are required; others are strongly recommended.

- **Format**

1. Margins: 1” top, bottom, left, and right.
2. Type: 12 point
3. Font: Times, Times New Roman, or Courier. **Bold**, *italic*, and script fonts are not allowed.
4. Spacing: double space throughout the essay but do not “double-double” space between paragraphs.
5. First page: One inch from the top of the page, put this information in the upper left corner, one line per item—your name, course prefix and number, instructor’s name, assignment type, the date the paper is turned in.
6. Indent paragraphs—No double, double spacing!
7. Page numbering: Beginning with page, one-half inch from the top of the page, put this information in the upper right corner—your last name and the number 2.
8. Exercises: work done in class should have this information in the upper left hand corner of the first page (above the first ruled line of the paper) –student’s name, course name, instructor’s last name, name of the assigned/exercise, date of the exercise.
9. No hand-written assignments except for those done in class.
10. All writing should be proofread for technical correctness.
11. Papers should be stapled.
12. Papers not meeting minimal standards will not be accepted.
13. Save a backup copy of your writing. Your instructor may require an electronic copy of any essay.

- **Body and Essay paragraphs Content and Form**

Body and Essay paragraphs should have the following elements:

1. A clear thesis statement
2. A clear sense of audience
3. Adequate support of thesis
4. A coherent structure
5. Grammatically and mechanically correct sentences
6. Correctly spelled words
7. Quotations from the work (s) under discussion or from research material to back up your contentions
8. Turabian Format in citing, etc.

Jane Smith
Professor's Name
LSCM 0351-32
23 January 2014

Smith 1

Paper Title

Life in Dullsville could not be more interesting. The name in no way reflected this small, rural town in Ohio etc. etc. etc.....

Exams:

You will take two exams: a midterm and a final. The exams will consist of multiple choice questions, short answer questions, short-written essays, etc. Tests may not be made up unless the student contacts the instructor prior to the exam with sufficient and/or valid excuse.

Quizzes:

You will take a total of 10 quizzes throughout the semester. Quizzes will test your competency in grammar, punctuation, syntax, and the assigned readings. Quizzes will be given at the beginning of class (during the first ten minutes of class). Quizzes will not be made up. They must be completed on the selected due date.

Attendance:

Regular attendance is expected and encouraged. You are allowed a maximum of **three** absences for the semester. Excessive absences will affect your performance in the course and ultimately your overall class participation grade. By missing class, you are likely to miss a quiz and/or important information regarding upcoming tests and assignments. If you stop attending class, **You** must initiate the drop procedure. A student may be excused for illness, a death in the family or for absences connected with participation in a military or college-sponsored activity.

Regular and punctual attendance is required. Follow these guidelines for class attendance:

0-3 absences = no points added or lost

4+ absences = possible **loss** of one letter grade in determination of final grade **OR**
failure for course

4+ tardy appearances = possible **loss** of one letter grade **OR** **failure** for course

Group:

In the first week of class, I will divide you into groups of three or four. Group collaboration is of paramount importance contributing to learning and intellectual growth. Your group will participate in peer review editing, group presentation, and collaborative work.

Electronic Device use:

Please refrain from texting and using a cell phone in the classroom. Either turn them off; if possible, leave them in your car. Personal electronic devices (i.e. cell phones, IPODS, Blackberries, etc.) should also be put away during the writing process, quizzes and tests.

Class Schedule:

OGBY= *The Only Grammar Book You'll Ever Need*

EOEG = *Essentials of English Grammar*

January 23: Diagnostic test/Diagnostic paragraph; Overview of the course; Using a Dictionary

Assignment: Spelling OGBY, p. 161, #1-60

Read OGBY: Chapter 2 "Parts of Speech"

Read EOEG: Chapter 1: "Parts of Speech" pp. 3-23

January 30: What is a sentence? Subjects and Predicates. Writing An Illustration Paragraph.

Assignment: Spelling OGBY, p. 162, #61-120

Read OGBY: Chapter 3 "Basic Sentence Structure"

Read EOEG: pp. 24-38

Quiz # 1**Weekly Homework Due**

February 6: The verb "to be". Basic sentence structure, phrases and clauses. Fragments. Writing about a personal memory. Spelling quiz.

Assignment: Spelling OGB, p. 162, #120-153

Read OGBY: Chapter 4, "Verb Varieties".

Read EOEG: pp. 39-56, Conjunctions, Punctuation

February 13: Types of verbs. Punctuation. Conjunctions. Writing a definition paragraph.

Assignment: Spelling OGBY, p. 163, #154-215

Read OGBY: Chapter 5, "Pronoun Problems"

Read EOEG: pp. 56-65, Quotation Marks, Apostrophe, Possessives, Parentheses, Contractions.

Quiz # 2**Weekly Homework Due**

February 20: Pronouns, More Punctuation. Writing a comparison paragraph.

Assignment: Spelling, OGB, p. 164, #247-307

Read OGBY: Chapter 7, "Writing Better Sentences".

Read EOEG: Chapter 4, Capitalization, Abbreviations and Numbers.

Quiz # 3

Weekly Homework Due

February 27 : Writing Effective Sentences. Capitalization and Abbreviations. Writing a classification (types of) paragraph.

Assignment: Spelling, OGB, p. 165, #339-400

Read OGBY: Chapter 8, “Avoiding Common Errors”

Read EOEG: Chapter 5, “Spelling and Word Division”

Quiz # 4

Weekly Homework Due

March 6: Common Errors in Writing English. Spelling Rules.. Writing a descriptive paragraph.

Assignment: Spelling, OGB, p. 166, #432-493

Read OGBY: Chapter 9: “Writing and Revising”

Read EOEG: Chapter 6, Clarity in Sentences

Quiz # 7

Weekly Homework Due

March 13: How to write effectively. The importance of clarity in your writing. Writing a process paragraph.

Assignment: Spelling, OGBY, p. 167, #525-588

Read OGBY: Chapter 10: “Writing Formats”

Read EOEG: Chapters 7 and 8, Brevity and Clarity

Quiz # 8

Weekly Homework Due

March 20: Writing Formats. Brevity in writing. Writing a 5-paragraph essay.

Assignment: Spelling, OGBY, p.168, #653-716

Read OGBY: Chapter 1, Finding the Right Words

Read EOEG: Appendix A: Irregular Verbs, pp. 167-168

Midterm Exam

March 27: SPRING BREAK

April 3: Writing Formats. Brief Introduction to Poetry. Writing an argumentative essay.

Assignment: Spelling, OGBY, p. 169, #717-780

Read OGBY: Appendix B: Substitutes for Wordy Phrases

Read EOEG: Appendix C, Frequently Confused Words

Quiz # 9

Weekly Homework Due

April 10: Writing Your Resume. Writing in Teams.

Quiz # 10
Weekly Homework Due

April 17: Writing Business Letters/ Writing Research Papers
Weekly Homework Due

April 24: Verb Review. Punctuation Review. Writing a review of a poem, short story, or film.
Weekly Homework Due

May 1: Review for Final Examination.

May 8: Final Examination

Important Dates to Remember:

Classes begin: January 21

Spring Break: March 24-28

Final Exam Period: May 5-11

BIBLIOGRAPHY

Asher, Jay. *Thirteen Reasons Why*. U.S.: Penguin Group, 2007.

Cunningham, P.M., & Allington, R.L. *Classrooms that work: They can ALL read*

- and write*. Boston: Allyn & Bacon, 2003.
- Freeman, Y.S., Freeman, D.E., & Mercuri, S. *Closing the achievement gap: How to reach limited- formal schooling and long-term English learners*. Portsmouth, NH: Heinemann, 2002.
- Henry, D. J. *The Skilled Reader*. Third edition. Boston: Longman, 2011.
- Lewis, Norman. *Instant Spelling Power*. New York: Amsco College Publications, 1976.
- Norton, Sarah, and Brian Green. *The Bare Essentials, Form B*. Toronto: Holt, Rinehart and Winston of Canada, Limited, 1988.
- Smith, H. Wendell. *Readable Writing*. Belmont, California: Wadsworth Publishing Company, 1985.
- Strunk, William, and E. B. White. *The Elements of Style*. New York: Macmillan Publishing Co., Inc., 1972.

Important Sites

1. <http://www.christianitytoday.com/>
2. [NIV Bible](#). The online text of the New International version of the Bible, good for ESL/EFL students to read and listen.
3. [NIV Bible Download](#). Excellent MP3 files of the New International Version of the Bible.
4. [Audio Bibles](#). Choose a version
5. [ESL Robot](#). Practice speaking English, free writing with an intelligent robot.
6. [365 Short Stories](#). Listen to interesting short stories written for ESL learners.
7. [Short Stories for ESL Learners](#). Listen to the 100 short stories, and do the questions & answers, dictation exercises.
8. [Free Mobile English](#). Access the free website through your cellphones or mobile devices and practice listening and speaking on the go.

Other Sites

1. [Voice of America Webcasts](#). Special English for English learners in the world.
2. [Learning English Video Lectures](#). More than 100 short videos on many different topics. [History Channel - Video and Speeches](#). Video and audio of famous speeches in history

Note: This syllabus may be adjusted based on the needs and interests of the class. List of words from the environment of Christian ministry will be provided occasionally and related to the chapter being studied.