

[School Name]  
**Composition & Grammar 1**  
**Term | Year | Days | Class Time**  
**Course Syllabus**

Instructor:  
E-mail:  
Office hours:

Course Description:

In this course students will concentrate on recognizing and producing accurate grammatical structures at the sentence level with diligent attention paid to editing their work.

Course Objectives:

Students successfully completing this course will be able to:

- evidence proficiency with parts of speech
- comprehend and use basic punctuation and capitalization
- construct simple and compound sentences using correct word order and simple conjunctions
- demonstrate a command of the simple tenses and the ability to identify irregular verb forms and make accurate subject, verb agreement
- distinguish between and construct affirmative, negative and interrogative forms
- write descriptive and narrative sentences reflective of their everyday experiences
- use simple modals

Course Format:

Class sessions will include lectures as well as interactive pair and group activities.

Assignments:

The final grade will be computed as follows:

Quizzes	25%	100%-92% = A
Writing Assignments	25%	91% -82% = B
Term A Exam	25 %	81% - 72% = C
Term B Exam	25%	72% - 62% = D
		61% - 0% = F

Grading Scale:

Assignments: All assignments submitted must be type written. Assignments must be submitted on time as late assignments will NOT be accepted. Students are responsible for finding out about and completing assignments even if they are absent. Written assignments and their due dates can be found in the attached course calendar.

Grades: Students desiring exam grade results from their instructor should send an email to the instructor, who will respond with the information requested.

Academic Expectations:

Attendance, Tardiness and Homework

Students are expected to punctually attend all classes. Please refer to the attendance policy sheet that you have been given. This document details attendance expectations. Please be reminded that students arriving to class more than 15 minutes late will be recorded as absent. Students are expected to complete all homework assignments.

Academic Honor Code:

As students, the degree of honesty and integrity employed when creating and preparing work is expected to be of the utmost quality. Dishonest preparation and submission of work assigned – and in particular, plagiarism – will not be tolerated and may lead to failure of the course and dismissal from the institution. In the MLA Style Manual (New York: MLA, 1998), Joseph Gibaldi writes that “to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics.”

Classroom Rules:

- No food or drink will be allowed in the classroom.
- Interruptions from electronic devices (cell phones, pagers etc.) will not be allowed.
- Computers and electronic translators should be switched off during class and used only when allowed by the instructor.

Required Text:

*Great Sentences for Great Paragraphs* ISBN: 0-618-05617-3

Course Calendar:

**Term A**

Week 1 – 01/16,19

Course Introduction

The Simple Present and Adverbs of Frequency

Statements, Questions and Exclamations

The Simple Sentence: 5 Parts of Speech and 5 Sentence Patterns

**Assignment 1 due 01/26:** Write a paragraph about your daily routine in your country.

Week 2 – 01/23,26

Punctuation & Capitalization

The Present Progressive

Question Formation (Yes/No and WH questions)

Journal Writing

**Quiz 1:** The Simple Present Tense and Adverbs of Frequency

**Assignment 2 due 02/02:** Journaling Practice – Write a journal paragraph for Saturday, Sunday and Monday

Week 3 – 01/30, 02/02

Adjectives, Articles, Nouns & Pronouns

Descriptive Sentences

The Imperative Voice

**Quiz 2:** The Present Progressive, Question Formation and Punctuation

**Assignment 3 due 02/09:** Write a paragraph describing your home town.

Week 4 – 02/06,09

The Simple Past Tense (Regular & Irregular Verbs)

Simple Sentences vs. Compound Sentences

**Quiz 3:** Adjectives and Articles

**Assignment 4 due 02/16:** Write a paragraph on the topic, “A Funny Thing That Happened to Me”

Week 5 – 02/13,16

Modals (Can, May, Might, Should, Must, Have to)

Compound Sentences and Conjunctions

**Quiz 4:** The Simple Past

**Assignment 5 due 02/23:** You will be given a letter stating a problem. Write a response to the letter using modals as much as you can.

Week 6 – 02/20,23

The Simple Future Tense

**Quiz 5:** Modals and Conjunctions

Week 7 – 02/27, 03/02

Review

**Term A Exam**

MID SEMESTER BREAK

## **Term B**

Week 8 – 03/13,16

Building Simple Sentences and Using Correct Word Order  
Review of Basic Punctuation and Capitalization Rules  
Using the Imperative Voice

Week 9 – 03/20,23

The Simple Present and Progressive Tenses (Affirmative, Negative and Interrogative Forms)  
Adverbs of Frequency

Writing Narrative Sentences

**Quiz 1:** Word Order and Punctuation

**Assignment 1 due 03/30:** Imagine that you are waiting for a friend, while standing on a street. Describe what is happening around you. OR Imagine that you are at the airport, waiting for your plane to leave. Describe what is happening around you. (Use the present progressive tense.)

Week 10 – 03/27,30

Adjectives, Nouns, Pronouns & Articles

Descriptive Sentences

**Quiz 2:** The Simple Present and Present Progressive

**Assignment 2 due 04/06:** Write a paragraph describing a member of your family.

Week 11 – 04/03,06

The Simple Past Tense (Regular & Irregular Verbs)

Yes/No and WH- questions

**Quiz 3:** Nouns, Pronouns, Adjectives & Articles

**Assignment 3 due 04/13:** Think of a person that you would like to interview. Write 10 yes/no questions and 10 WH questions for the interview. Write the questions using the simple past tense.

Week 12 – 04/10,13

The Simple Future Tense

Simple and Compound Sentences and connecting them in a paragraph

**Quiz 4:** The Simple Past Tense

**Assignment 4:** Write a paragraph about what you will do after you complete your studies at \_\_\_\_\_.

Week 13 – 04/17,20

Modal Auxiliaries

Review

Week 14 – 04/24,27

Term B Exam

TOEFL

\*\*\*If necessary, the schedule above is subject to change at the discretion of the instructor in order to achieve maximum effectiveness in all aspects of the course.