



EFFECTIVE: SEPTEMBER 2005
CURRICULM GUIDELINES

Division: Educational Services

Effective Date: September 2005

B. Department / Student Development
Program Area: English as a Second Language

Revision

New Course

If Revision,

M: Course Objectives / Learning OutcomesOverall Objectives

Extend communicative proficiency and language accuracy for a broad range of academic purposes

Specific Objectives

1. Read and understand academic material to support writing
2. Take notes for a range of academic purposes
3. Use strategies to explore academic materials
4. Collect, analyze and organize relevant information from a variety of sources
5. Plan, write, revise, edit and document (APA or MLA style) formal compositions such as summary, summary-analysis, research essay, comparative analysis, experiment/research report and literary response
6. Monitor and apply strategies to improve accuracy in grammar, sentence structure, and word choice to a specified level of accuracy
7. Participate effectively in a college classroom
8. Assess progress

N: Course Content:Reading Skills

1. To develop reading skills to paraphrase and summarize
2. To use library sources to locate materials to supplement writing

Writing Skills

1. To write informally
 - i) write reflectively about course readings
 - ii) take research notes, including summary, paraphrasing, and quotations from source readings
2. To write formal summaries, summary/analyses and comparative analyses
 - i) take accurate summary notes from assigned articles/cases
 - ii) prepare paragraph outlines for summaries
 - iii) compose well-structured, paraphrased, accurate summaries using notes and paragraph outlines
 - iv) write analyses of summarized articles following guidelines for analyzing reports/studies
 - v) revise based on peer and teacher feedback
 - vi) follow format instructions
 - vii) edit and proofread
3. To write research essays
 - i) generate ideas from readings
 - ii) select and narrow topics
 - iii) write focused thesis statements
 - iv) create essay outlines with inter-related body paragraph topic sentences
 - v) write well-structured introductions
 - vi) incorporate source material (APA style)
 - vii) create coherence within and between paragraphs
 - viii) write well-structured concluding paragraphs
 - ix) revise, based on peer and teacher feedback
 - x) follow format instructions
 - xi) edit and proofread

Accuracy

1. To self-monitor for accuracy
 - i) apply knowledge of parts of speech, speech elements, specified sentence types, and mechanics
 - ii) apply sentence structure rules
 - a) to correctly embed appositives and introductory phrases, including reduction of adverb and adjective clauses to participial phrases
 - b) to correctly insert evidence (direct/indirect quotes, and author introductory phrases)
 - iii) identify and correct errors as specified for this and previous levels in
 - a) tense rules in reported speech (especially for paraphrase)
 - b) verb tense shifts in mixed tense environments
 - c)

6. Complete at least one self-assessment of learning strategies, progress and classrooms skills to be discussed with the instructor
7. Complete tasks to a specified level of accuracy

This is a college preparatory course. A mastery model of on-going evaluation will be used. A

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