

Grammar & Composition II

EN102 • Spring 2014

Mrs. René Flood

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Course Objectives:

- To obtain a solid foundation in English language skills including grammar, composition, reading comprehension, spelling, diction, and vocabulary.
- To develop the skills of clear, correct, and effective writing at the college level.
- To improve reading comprehension and critical thinking.

Course Materials:

Available in the GSBC bookstore:

- *Handbook of Grammar & Composition* by James A. Chapman, A Beka Book
- *College Grammar and Composition Workshop* by James A. Chapman, A Beka Book
- *Merriam-Webster Collegiate Dictionary –or- access to <http://www.merriam-webster.com>*
- *Composition Book* -

Course Website: www.gsb.edu/classes/rflood.html

Grading:

Course grades will be computed according to the following weights:

Final Exam and Tests	50%
Speed Quizzes	10%
Composition	15%
Homework	25%

The following grading scale will be used:

93 –100	A	Excellent
84-92	B	Above Average
75-83	C	Average
66-74	D	Below Average
0-65	F	Unsatisfactory

Class Structure and Policies:

- **QUIZZES/TESTS** - A quiz or test will be given every Wednesday. Missed quizzes may not be made up, but they will not affect your grade. Missed tests must be taken in the college offices within two weeks.
- **HOMEWORK** - Homework is due each Friday. Assignments will be posted online one week before they are due (www.gsb.edu/classes/rflood.html). Staple all papers together and turn them in as a packet.
- All assignments must be turned in **at or before the beginning** of the class hour on the due date. Assignments are due whether or not you attend class. If you will miss a class, send in your assignment with a buddy or put it in my in-box in the copy room **before** it is due. Assignments turned in up to one week late will be docked 10%. **After one week, the assignment may not be turned in for credit.**
- Work that is sloppy or displays poor penmanship will be returned to be redone. You must resubmit an acceptable copy within one week to receive credit. Like all assignments coming in late, reworked assignments will be docked 10% and may not be turned in at all after they are more than a week late.
- You are responsible to obtain all notes and assignments missed during a class session in which you were absent. It is good to have a “buddy” who will be responsible to help you if you’re absent.
- If a class is canceled, any assignments that were due will be due the next time the class meets.
- Compositions will be reviewed by your classmates.
- The *Handbook of Grammar & Composition* and the *College Grammar and Composition Workshop* books should be brought to **every** class.