

Grammar & Composition II

• EN102

Mrs. Valerie Cooper

Email: vcooper@gsbc.edu

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
- *Composition book* – available at many retail stores

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

Grading:

Course grades will be computed according to the following weights:

Final Exam and Tests	50%
Quizzes	15%
Composition	15%
Homework	20%

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 most weeks. 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. If your absence is unexcused, your test will have 30 percent deducted from the final score.
- **HOMEWORK** - Homework is assigned and posted weekly on our class website. The bulk of the homework will be due on Fridays with a few exceptions. All homework papers should be stapled together with the homework assignment sheet on top.
- All assignments must be ready to be turned in **at 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 classmate. If you have a pre-excused absence, turn your homework in ahead of time. **No late assignments will be accepted.** **The two major writing assignments must be completed in order to pass this class.**
- If a class is canceled, any assignments that were due will be due the next time the class meets.
- Compositions may be reviewed by your classmates.
- The *Handbook of Grammar & Composition* and the *College Grammar and Composition Workshop* books should be brought to **every** class. Journals will be collected with the homework on Fridays.
- Cheating, plagiarism, or re-submitting previously graded work will result in a zero.
- English tutoring is available in the library during regular library hours.