

Inter American University of Puerto Rico
Guayama Campus
Humanities Department

I. Course Title: Advanced English Composition

Course Number: INGL 3007

Credits: 3 Credits

II. Course Description:

Fundamentals of grammar, sentence structure, punctuation, spelling, and vocabulary building, practice in writing business communication.

III. Objectives:

By the end of the course the students will be able to:

1. Demonstrate knowledge of grammatical structures
 - 1.1 Use appropriate vocabulary, grammar, syntax, structure, vocabulary, and spelling.
2. Have knowledge of punctuation rules
 - 2.1 Use acceptable punctuation and capitalization.
3. Identify the thesis statement and related details
 - 3.1 Topic sentence
 - 3.2 Specific related details
 - 3.3 Organizations of details
 - 3.4 Unity and coherence
4. Write compositions by selecting free topics
 - 4.1 Write a beginning, middle, and an end of composition
 - 4.2 Write guided compositions
 - 4.3 Paraphrase compositions
 - 4.4 Complete cloze exercises
 - 4.5 Use transitional words in compositions
5. Use library/learning resources: information and computer literacy
 - 5.1 Adapt material found in periodicals, journals, and short stories to write personal compositions
 - 5.2 Make a portfolio for each composition studied in class with related audiovisual materials
6. Write compositions of a least 250 words
 - 6.1 Make oral reports about the above mentioned compositions

7. Develop a positive attitude toward English, Anglo-Saxon, and American cultures, and native speakers of English
 - 7.1 Demonstrate through reading and writing an understanding and an appreciation of English and the American culture.

IV. Content:

A. The Paragraph

1. The writing process
2. The process of writing
3. Pre-writing
4. Drafting
5. Revising

B. Introduction to the Paragraph

1. What is a Paragraph?
2. The topic of a paragraph
3. The topic sentence
4. Support
5. Unity
6. Coherence
7. Composition skills

C. The Narrative Paragraph

1. Reading: Personal reflections
2. Writing: Composition skills
3. Composition skills: Coherence and adverbials of time/sequence
4. Grammar review
 - a. Present narrative
 - b. Past narration
 - c. Future narration
 - d. Other grammatical structures

D. The Descriptive Paragraph

1. Readings: Important people and places
2. Description of people and places

E. The Expository Paragraph

1. Readings
2. Writing: support of the generalizations
3. Specific details
4. Illustrations and anecdotes
5. Organizations of details and examples
6. Transitional words and phrases

V. Activities:

The objectives of the course will be accomplished by carrying out different activities.

- A. Lectures
- B. Class discussions of readings
- C. Small group discussion
- D. Oral analysis and reports
- E. Other activities that will enrich, promote, and generate ideas

VI. Evaluation:

Final grade for English 3007 will be based on the following: criteria:

- A. P.A.Q. grade:
 - a. participation
 - b. attendance (daily)
 - c. quizzes (optional)
- B. Two (2) partial tests
- C. One grade: Collection of Written Works (10)
- D. One (1) Final test

VII. Educational Resources:

Course Text

Small, Regina, Ruetten, Mary and Kozyrev, J.R. (2001) Refining Composition Skills: Rhetoric and Grammar 5th. Boston: Heinle and Heinle.

VIII. Bibliography:

Kelly, C. (2001) Writing from Within. New York: Cambridge, 2001.
Mahnke, M. K. grammar Links: A Theme-Based Course for

Reference. New York: Houghton Mifflin Company.

Scarry, Sandra and John. (2002) *The Writer=s Workplace with Readings (Annotated Inst. Edition)*, 4th Edition. Orlando: Harcourt College Publishers.

Wilson, Paige and Glazier, T.F. (2003) *The Least You Should Know About English: Writing Skills*, 8th Edition. Boston: Heinle and Heinle.

Wyrick, Jean. (2002) *Steps to Writing Well*, 8th Edition. Boston: Heinle and Heinle.

Audiovisual Resources and Other Devices:

1. DVD
2. Computers
3. Pictures, Maps, Real-Life items, etc.

Other Materials:

1. Dictionaries
2. Encyclopedia
3. Magazines
4. Newspapers
5. Thesaurus