

SYLLABUS
Level 2
Elementary Writing
ELI 023 (4 credits)

Class Meeting Days: Tuesday and Thursday
Class Meeting Times: 11:00 am-12:50pm
Classroom: McDivitt Room 248

Instructor: Mohammad Stroshein
E-Mail: mstroshe@emich.edu
Phone Number: 734.216.3955 (text, only if urgent)

Course Description:

This course is designed for non-native speakers of English with an explanation on the development of writing skills at the elementary level.

Prerequisite:

Accuplacer (ESL) Total Score: 128 – 170 + writing sample
Successful Completion of ELI 013

Course Goals:

Students will show the ability to write in a variety of forms for different purposes and audiences. In addition, they will develop skills in organizing ideas logically as well as the use of written English correct for this level (grammar, mechanics, spelling, and punctuation).

Students will:

- Develop fluency in writing at the sentence and paragraph level
- Develop knowledge of formal writing mechanics
- Develop the ability to react in writing to readings or conversations
- Develop the ability to use basic library skills
- Develop simple peer editing skills

Course Objectives:

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

- Collect ideas (free-writing, talking with others, etc.)
- Develop a plan for writing (basic outline, concept map, etc.)

- Write a first draft of an informal essay
- Analyze and edit for simple spelling and grammatical errors
- Collaborate with classmates for peer editing
- Write a final draft with revisions
- Use word-processing program
- Show proficiency in using spelling patterns and how to use spell-checker
- Show proficiency in capitalization and basic punctuation rules
- Show proficiency in common spacing and formatting rules
- Respond critically to ideas in texts
- Research and compile information connected to a topic
- Show knowledge of how to locate and use library sources
- Show the ability to use basic APA (or other) formatting rules
- Use meta-writing to help develop critical thinking skills
- Use connecting devices and transition words and phrases to show simple time, numbered, space, and cause relationships.

Required Textbook and Supplies:

Title: Longman Academic Writing: Book 1
 Author(s): Butler
 Publisher: Pearson Longman Publishing
 ISBN: 0-13-267938-8.

Students will also need to provide:

1. Notebook
2. Pen/Pencil

Attendance and Tardiness:

Students are required to attend classes. Attendance is important to do well in class, and it is required for students on F-1 visas.

Students may not have more than six (6) absences in one class for the semester. If you are sick, you will be asked to bring a doctor's note to the Director. If you are required to attend court or if you have other problems, please speak with the Director as soon as possible.

It is also important to be on time to your classes. Class will begin on time, and you are responsible for any quizzes, notices, homework, etc. that you may miss if you are late. If you are more than 10 minutes late to class, you may be counted absent.

If you have six absences without a doctor's note or permission from the Director, you may be dismissed from the program.

Grading:

Students must have a grade of 2.5 (75%) or higher to pass this class.

Total % of points	Grade	Total % of points	Grade
90 – 100	4	70 – 74	2
85 - 89	3.5	65 – 69	1.5
80 – 84	3	60 – 64	1
75 – 79	2.5	50 – 59	0

Students will be graded on the following:

Class Participation	10%
Writing Journal	15%
Homework	30%
Quizzes	30%
Final Exam	15%

Students should study one hour outside of class for each hour in class. For a class that meets four (4) hours each week, students should expect four hours of homework each week.

You should be prepared for every class. Late homework may be accepted with permission from the instructor. The instructor may give you a lower grade for late homework.

Language Lab:

All students are required to attend Language Lab each week. This is an opportunity to study with your classmates and to receive additional help from the Language Lab teacher.

Academic Honesty Policy:

Students must abide by academic integrity policies while in the English Language Institute. Students must not engage in cheating during tests or on class assignments. Cheating includes cutting and pasting from sources without proper citations and having others do your assignments and/or others helping you while taking an examination. If you are not sure about an assignment, please discuss this with your instructor.

If students do not follow these guidelines, then the following procedures will take place:

1st Warning: Student will lose half of the total points on their tests or assignment if plagiarism or cheating has been proven.

2nd Warning: Student will fail the exam or assignment and receive a 0 for that assignment.

All academic violations will be followed up by the Director of the ELI and discussed in further details.

Tentative Course Calendar

Week	Textbook	Topic
1		Introductions, Course Plan, Textbooks, Diagnostic Testing
2	Chapter 1	Introducing Yourself: Paragraph Organization, Sentence Structure
3	Chapter 2	Everyday Routines: Formatting
4	Chapter 3	Describing a Person or Place: Topic Sentences, Complete Sentences
5	Chapters 4	Describing Events: Time Order, Sentence Patterns, Capital Letters
6	Chapter 4	Describing Events: Time Order, Sentence Patterns, Capital Letters
7	Chapter 5	Describing Places: Supporting Sentences, Prepositions
8	Chapter 5	Describing Places: Supporting Sentences, Prepositions
9	Chapter 6	On the Job: Paragraph Unity, Timed Writing practice
10	Chapter 6	On the Job: Paragraph Unity, Timed Writing practice
11	Chapter 7	Remembering Events: Organization, Simple and Compound Sentences
12	Chapter 7	Remembering Events: Organization, Simple and Compound Sentences
13	Chapter 8	Memories of a Trip: Concluding Sentences, Sentence Fragments
14	Chapter 9	Looking Ahead: Listing Order, Run-On Sentences
15	Chapter 9	Looking Ahead: Listing Order, Run-On Sentences
16		Final Exam: In class timed writing