

CATALOG INFORMATION

Dept and Nbr: CSKLS312.2     Title: PUNCTUATION  
Full Title: Punctuation Rules  
Last Reviewed: 11/9/2020

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 1.00 | Lecture Scheduled     | 1.00 | 17.5         | Lecture Scheduled  | 17.50 |
| Minimum | 1.00 | Lab Scheduled         | 0.75 | 4            | Lab Scheduled      | 13.13 |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 1.75 |              | Contact Total      | 30.63 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 35.00

Total Student Learning Hours: 65.63

Title 5 Category: AA Degree Non-Applicable  
Grading: Grade or P/NP  
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP  
Also Listed As:  
Formerly: CSKL 341.2

**Catalog Description:**  
This course covers the basic punctuation rules for commas, semicolons, apostrophes, and quotations. Students will incorporate the rules in short written compositions.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course covers the basic punctuation rules for commas, semicolons, apostrophes, and quotations. Students will incorporate the rules in short written compositions. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:  
Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                   |                  |
|----------------------|----------------------|-------------------|------------------|
| <b>AS Degree:</b>    | <b>Area</b>          | <b>Effective:</b> | <b>Inactive:</b> |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | <b>Effective:</b> | <b>Inactive:</b> |
| <b>IGETC:</b>        | <b>Transfer Area</b> | <b>Effective:</b> | <b>Inactive:</b> |
| <b>CSU Transfer:</b> |                      | <b>Effective:</b> | <b>Inactive:</b> |
| <b>UC Transfer:</b>  |                      | <b>Effective:</b> | <b>Inactive:</b> |

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Students will use correct punctuation for words, sentences, and quotations when writing a multi-paragraph composition.

### **Objectives:**

Upon completion of this course, students will be able to:

1. Apply basic comma rules to their own sentences.
2. Determine when to use quotations for titles and when to use underlining.
3. Distinguish between direct and indirect quotations and use the correct wording and punctuation for each.
4. Use apostrophes correctly in contractions and to show possession.
5. Use semicolons correctly in compound sentences and extended lists.
6. Proofread for and then correct punctuation errors.
7. Structure their ideas for a multi-paragraph composition that includes an introduction, body, and conclusion.
8. Word-process writing assignments, using basic MLA (Modern Language Association) format for college papers.

### **Topics and Scope:**

1. Comma rules (including when not to use commas). Six main uses of commas:
  - a. Before a coordinating conjunction between two independent clauses
  - b. With introductory material
  - c. Separating a series of items
  - d. setting off parenthetical words and phrases
  - e. In non-restrictive clauses
  - f. With direct quotations
2. Quotation structure and quotation marks
  - a. Direct
  - b. Indirect

- c. With titles of short works, distinguished from underlining or italics for longer works
- 3. Semicolons
  - a. To join independent clauses
  - b. To separate items in an extended list
- 4. Apostrophes
  - a. In contractions
  - b. To show possession (singular and plural)
- 5. Basic composition
  - a. Introduction, body, conclusion
  - b. Integrating direct quotations (and relationship to paragraphing)
  - c. Revision process
  - d. Proofreading and editing techniques for punctuation
- 6. Basic word-processing and MLA paper format (heading, title, margins, spacing)

### Assignment:

- 1. Textbook exercises on commas, semicolons, quotations, and apostrophes
- 2. Exercises using basic MLA format, plus computer- based and online exercises covering class concepts (lab)
- 3. Textbook and other reading assignments (approx. 5-8 pages per week)
- 4. At least one 1-2 page composition, including prewriting exercises, first draft, revision that incorporates peer and instructor feedback, and final draft in basic MLA format
- 5. Peer response groups, including providing written feedback (may be conducted online)
- 6. 1-4 quizzes and/or tests, plus final exam that includes a writing component

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Textbook and online exercises, composition(s)

Writing  
45 - 60%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes, tests, final exam: multiple choice, completion, essay.

Exams  
30 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation); peer response groups, written feedback

Other Category  
10 - 15%

**Representative Textbooks and Materials:**

Langan, John. Sentence Skills: A Workbook for Writers, Form B, 9th Edition. McGraw-Hill: 2010.

Brandon, Lee. At a Glance: Sentences, 5th Edition. Houghton Mifflin: 2012.  
Instructor-prepared materials.