

CSKLS 312.3 Course Outline as of Fall 2021**CATALOG INFORMATION**

Dept and Nbr: CSKLS 312.3 Title: STYLE AND ORGANIZATION

Full Title: Writing Style and Organization

Last Reviewed: 11/9/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

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: CSKLS312.3

Catalog Description:

This course covers the basic grammar, style, and organization needed for clear sentences and coherent paragraphs. Students will apply skills to short written compositions.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course covers the basic grammar, style, and organization needed for clear sentences and coherent paragraphs. Students will apply skills to 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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

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. Write a multi-paragraph composition using appropriate format, correct grammar, and organized paragraphs to clearly state the point and provide adequate details.

Objectives:

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

1. Use the appropriate tense form (present, past, present perfect, or past perfect) for regular and irregular verbs.
2. Use correct subject-verb agreement.
3. Use the correct pronoun case (subject, object, possessive) in compound constructions, comparisons, prepositional phrases, and other sentence situations.
4. Write paragraphs with effective topic sentences and adequate supporting details.
5. Order the sentences within a paragraph in a logical sequence appropriate to the main idea.
6. Use transitional words and phrases within a paragraph to indicate the relationship of ideas.
7. Sequence paragraphs in a composition so that the main point is stated first, explained further in subsequent paragraphs, and restated in the conclusion.
8. Use correct format for basic written communications (academic, workplace, informal).

Topics and Scope:

I. Verb Tense

- A. Past tense with regular and irregular verbs
- B. Past participle forms for regular and irregular verbs
- C. Consistent verb tense within the paragraph

II. Subject-Verb Agreement

- A. With compound subjects
- B. When words separate subject and verb
- C. When the subject comes after the verb

III. Pronoun Usage

- A. In compound constructions

- B. In comparisons
- C. In prepositional phrases
- IV. Paragraphs
 - A. Effective topic sentences
 - B. Unified and well-developed ideas
 - C. Logical order of supporting details
 - D. Using transitional words and phrases to indicate relationship of ideas
- V. Applying Skills to Written Communications
 - A. Determining audience and purpose and appropriate format
 - B. Workplace: letters, memos, instructions
 - C. Academic: process essay
 - D. Informal: email
- VI. Basic Word-Processing

Assignment:

1. Textbook exercises on paragraph development, verb tense forms and consistency, subject-verb agreement, and pronoun usage
2. Exercises using word processing, plus online exercises covering class concepts
3. Textbook and other reading assignments (approx. 8-10 pages per week)
4. Short writing assignments in response to readings (3-4)
5. Written compositions (2-4). Examples: a multi-paragraph business letter (e.g., cover letter, letter of complaint, request for information); one-page process essay; a memo giving instructions.
6. Participation in discussions in small groups and/or as a class
7. Quizzes and/or tests (2-4), 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; written compositions

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 and/or tests, final exam

Exams
30 - 40%

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

Participation in class activities and discussion
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Other Category 10 - 15%

Representative Textbooks and Materials:

Sentence Skills: A Workbook for Writers, Form B. 9th ed. Langan, John. McGraw-Hill. 2010 (classic)

At a Glance: Sentences. 5th ed. Brandon, Lee. Houghton Mifflin. 2012 (classic)

Instructor-prepared materials.