

## ESL 274.50Z/474.50Z: **Grammar and Proofreading for Writers**

### **Spring Quarter 2024**

**Class time and place:** Mondays and Wednesdays from 1:30pm-2:45pm on Zoom

**Instructor:** Lisa Kohnhorst

**Office hour time and location:** Wednesdays from 3:00-3:50 on Zoom

**Email:** kohnhorstlisa@fhda.edu

### **Required text and materials:**

1. *Writing Clearly: Grammar for Editing* (Third Edition) by Janet Lane and Ellen Lange
2. You should always have paper and a pen/pencil to practice with during class.

### **Course Description**

This is an advanced-level elective course that focuses on helping students improve their grammar knowledge to become successful academic writers. This class addresses students' individual needs to understand grammatical structures fundamental to college writing and to develop effective proofreading skills.

### **Student Learning Outcomes (SLOs)**

When you complete this course, you will be able to:

- Analyze and use English grammar, usage and mechanics for correctness in writing for various academic purposes.
- Evaluate own writing to edit and proofread effectively.
- Develop awareness of error patterns and make corrections and improvements to those patterns.

### **Attendance**

You are expected to attend every class and arrive by 1:30pm. If you are going to be absent during the first 2 weeks of the quarter, you must notify the instructor. If not, the instructor may drop you. If you miss more than two classes, you will lose 10% of your

grade (all your participation points). Three tardies equal one absence. For attendance to count, you must join our Zoom meeting through Canvas, be on time, and participate in class actively. Turning on your camera during class is a great way to ensure your success and participation.

### **Non-credit ESL Policy Statement:**

All requirements and policies for noncredit classes are exactly the same as credit classes - including course content, assignments, grading, and attendance. Noncredit students are expected to come to every class, study, and do homework just like credit students.

### **Course Requirements**

#### **Participation:**

You will receive 3 participation points every class. Complete participation points are given to students who come to class on time, answer questions, participate in group discussions, and share ideas with the class in English.

#### **Writing Assignments:**

You will complete several single and drafted writing assignments for our class in which we will focus on academic language development.

#### **Quizzes:**

You will have several grammar editing quizzes.

#### **Homework:**

You will receive various homework assignments that will be done in the book and checked regularly. Doing homework is the best way to ensure your understanding of the materials covered in class.

No late homework accepted. The instructor will ask you to read answers to questions on Zoom.

## **Midterm and Final:**

Two exams will be given to check your understanding of the class materials and to check your progress.

**Grading-** Your grade will be based on the following:

Participation/Attendance	10%
Homework	10%
Writing Assignments	30%
Quizzes	20%
Midterm	10%
Final	20%

**Grading Scale:** 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, Below 60%=F

## **IMPORTANT DATES**

Saturday, April 20: Last day to drop classes without a W

Monday, May 27: No school- Memorial Day

Friday, May 31: Last day to drop with a W

Wednesday, June 19: No school- Juneteenth Holiday

FINAL EXAM: Monday, June 24 from 1:45pm-3:45pm

## **Academic Honesty**

Except for pair and group assignments, all assignments must be done by yourself. Any form of cheating will not be tolerated. Cheating includes, but is not limited to:

- Copying from another student's homework, quiz, exam or any other material.
- Using any translating device or program, or any type of artificial intelligence such as ChatGPT or Google Translate.
- Copying any amount of material (even a single sentence) from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called plagiarism, and it is unacceptable.

## **Classroom Behavior**

Please listen respectfully to others in class. Sometimes we may disagree with each other, but it is important to do so in a respectful way. Also, unless it's an emergency, remain in our zoom meeting until class is over. Anyone showing disrespectful or disruptive behavior may be asked to leave the meeting.

## **Disability Support Services**

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the Disabled Student Services.

- Disabled Student Services: <http://deanza.edu/dsps/dss/index.html>
- Links to an external site.
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(408) 864-8753

## **\*\*\*Note of gratitude**

I'd like to thank Pati Carobus, another De Anza ESL instructor, for sharing the work that she's done for this class.

## **Ways to get extra help at De Anza**

1. **Come to my office hours.** This is a great way to get individual help with any problems that you are having. I really enjoy meeting with students during office hours. It's a good way to practice your speaking and listening skills too.

**2. Go to the Listening Speaking Center:** The Listening and Speaking Center (LSC) at De Anza is an ESL tutorial center where you can practice and improve your communication skills in English! We offer individual tutoring and small-group workshops on a variety of topics, including grammar, pronunciation, listening, reading, and conversation! The LSC tutors and staff members are excited to practice English with you! You can view our weekly schedule and start signing up for the sessions via our [website](#)

[Links to an external site.](#)


### 3. Get help from the Student Success Center:


**Need help with this class? You are not alone.**


Student Success Center peer tutors can relate and are ready to help! Go to the [SSC homepage](#)


[Links to an external site.](#)

and click on the yellow links for on-campus schedules and Zoom links.

 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions, or just stop by to check it out.

 **Workshops:** Skills Workshops on a variety of topics—managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more!

 **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others...give it a try!

 **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

 **Need after-hours or weekend tutoring?** See the [Online Tutoring](#)

[Links to an external site.](#)

page for information about **NetTutor** (accessible via Canvas.)