

## LS 941B Effective Sentence and Paragraph Writing

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### Required Course Materials:

**Text:** Grassroots 8<sup>th</sup> edition by Susan Fawcett  
-Class Binder; Highlighter  
-Paperback or Electronic Dictionary

**Course Description:** This course is designed to assist you in improving your skills in written expression. The course will address sentence skills and paragraph development and organization.

**Grading:** Credit/No Credit. Credit is based  
1.) completion of homework assignments  
2.) quality of written assignments  
3.) performance on quizzes, midterm and final.

Homework Assignments=20%

Quizzes=20%

Written Assignments=20%

Midterm=20%

Final=20%

The final is mandatory. Nonattendance at the final constitutes a No Credit for the course. An average score of 70% or better in the above areas will be required to pass this course with a Credit grade.

**Attendance Policy:** Regular attendance, punctuality and class participation are essential to your success in this class. *Any* absence will effect your grade. Excessive absence (>4 absences) and tardiness will be considered grounds for being dropped from the class.

**Homework/Make-Up Policy:** You are responsible for making up any work missed or material covered during an absence. Please contact Angel to find out what homework or written work has been assigned. If absent, hand in homework corrected within one week. The homework answer key will be available in the classroom. Late homework for any other reason than absence will not be accepted. Tests must be made up on the students' own time. Contact the instructor to arrange a make-up time.

**Written Assignments:**

You will write a total of four (4) paragraphs over the course of the semester. Your first draft is considered a homework assignment worth **five** homework points. Late first drafts (not due to absence) will not receive homework credit. Paragraphs must be peer reviewed or reviewed by the instructor to receive credit for revision on the final draft. The final draft will be graded and will count towards your written assignments grade. Late final drafts (not due to absence) will be downgraded 5 points for each class meeting they are late.

All drafts must be word processed. Computers for student use are located in the DESP High Tech Lab, the WVC Technology Center and the Library.

**Small Writing Groups:**

Your first paragraph will be assigned during the second half of the semester. It will be assigned on a Wednesday; you will be given time in the computer lab to develop an outline and begin the rough draft. The final draft will be due the following Monday at which time the class will break into small writing groups facilitated by the instructor or an assistant. The purpose of the small writing groups is to read each paragraph and *positively* critique it. Students will receive concrete suggestions for improving their papers, and will also develop skill in editing as the semester progresses.

**Accommodations for Disabilities:** West Valley College makes reasonable accommodations for persons with documented disabilities. College materials are available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

**Student Conduct:** Refer to the West Valley College cheating policy in the Catalog or Student Handbook.