The purpose of this course is to prepare students for the writing required in EG–11–Freshman Composition. The course helps to build basic writing skills, including prewriting strategies, idea development, and revision. Exercises in grammar, punctuation, and sentence structure will be assigned based on the needs of the class. Students will also write short expository paragraphs and essays to increase their proficiency in unity, development and coherence, as well as in grammar and fundamental mechanics. Library research and documentation will also be a component of the course. Students will produce a polished portfolio containing their strongest writing by the end of the semester.

REQUIRED TEXTS
A good collegiate dictionary
A folder in which to keep drafts, handouts, and assignments

GRADES
To pass the course, students must receive satisfactory grades in the assignments listed below AND receive a passing grade on the final portfolio. [Note: A passing portfolio must receive a satisfactory rating from two EG 10 instructors.]

Workbook Practices 1–1; 2–1 through 2–4; 2–6 through 2–10; and 2–11 through 2–12
Exemplification homework/ paragraph
Description homework/ paragraph
Comparison/ Contrast homework/ paragraph
Process homework/ paragraph
Argument homework/ paragraph
Comparison/ Contrast essay (2 drafts required)
Process essay (2 drafts required)
Argumentative essay (2 drafts required)
In-class writing
Participation

IF YOU NEED EXTRA HELP
Students in need of basic tutoring should visit the Academic Skills Center in Orient 220.
Call Donna Frey at 548–3505 for an appointment. If you do not understand an assignment or need more guidance, contact me at 548-2551 or fannins@sunysuffolk.edu.

**REQUIREMENTS**

Attendance is mandatory. There are no excused absences. You must attend class regularly to get a passing grade. **If you are absent more than six (6) times, you will fail the course.**

Excessive lateness and leaving class early will also jeopardize your grade.

**Writing First** textbook must be brought to each class.

**Assignments are due in class on dates indicated in the syllabus. No late work will be accepted under any circumstance.** Do not submit assignments by email or on disk; only hard copy will be accepted—in class.

Failure to hand in several assignments during the semester will cause you to be dropped from course.

Homework exercises should be written in the **Writing First** workbook and either photocopied or torn out and submitted. Short paragraphs must be typed, double-spaced, and stapled to these workbook pages. Longer essays also must be typed and double-spaced.

The work you submit is expected to be your own: do no plagiarize, or you will receive a grade of “F” for the assignment and perhaps fail the course.
CLASS CONDUCT

Class starts on time, and it is expected that you will not disrupt the learning environment.

1. Shut off cell phones and beepers before class begins.

2. If you arrive late, take your seat quietly; do not interrupt instructor, talk to other students, or make noise of any sort.

3. If you sleep or do work for other courses in class, you will be marked “absent.”

4. No food allowed in class.

5. Do not leave classroom during class discussion or group work.

6. Raise your hand during discussion; do not call out answers.

7. If you do not understand material covered, raise your hand and ask for an explanation. If you still do not understand, see me at the end of class.

THESE RULES ARE MANDATORY. IF YOU DISRUPT THE CLASS IN ANY WAY, YOU WILL NOT BE PERMITTED TO REMAIN IN THE COURSE.
January 24 Introduction to course and the Portfolio system
Chapter 1–Writing a Paragraph
Read A: Understanding Paragraph Structure
Do in-class: Practice 1–1 (comparing paragraphs)

29 Chapter 2–Fine–Tuning Your Paragraph
Read A: Writing Effective Topic Sentences
Do Practice 2–1, 2–2, 2–3, 2–4, 2–5, 2–6

31 Chapter 2–Fine–Tuning Your Paragraph
Read B: Writing Unified Paragraphs
Do Practice 2–7, 2–8
Read C: Writing Well Developed Paragraphs
Do Practice 2–9, 2–10, 2–11

February 5 Chapter 2–Fine-Tuning Your Paragraph
Read D: Writing Coherent Paragraphs
Do Practice 2–12, 2–13

7 Chapter 3–Exemplification
Read A: Understanding Exemplification
Do Practice 3–1, 3–3, 3–4, 3–5, 3–6, 3–7, 3–8
[Staple typed exemplification paragraph to workbook pages]

12 Writing Workshop:
Discussion of student paragraphs
Sentence fragments, comma splices, fused sentences (frag, cs, fs)

14 Chapter 5–Description
Read A: Understanding Description
Do Practice 5–1, 5–3, 5–4, 5–5, 5–6, 5–7, 5–8
[Staple typed descriptive paragraph to workbook pages]
Sentence fragments, comma splices, fused sentences (frag, cs, fs)

19 Writing workshop:
Discussion of student paragraphs
Timed in-class essay
February 21

Chapter 8–Comparison and Contrast
Read A: Understanding Comparison and Contrast
Do Practice 8–1, 8–3, 8–4, 8–5, 8–6, 8–7, 8–8
[Staple typed comparison/ contrast paragraph to workbook pages]
Subject-verb agreement (sv agr)

26

Writing Workshop:
Discussion of student paragraphs
Subject-verb agreement (sv agr)

28

Chapter 6–Process
Read A: Understanding Process
Do Practice 6–1, 6–3, 6–4, 6–5, 6–6, 6–7, 6–8
Staple typed process paragraph to workbook pages]
Noun-pronoun agreement (pn agr)

March 4

Revision due–choose any paragraph written so far
[Note: original draft and comment sheet must be attached]
Writing workshop:
Discussion of student paragraphs
Noun-pronoun agreement (pn agr)

6

Chapter 13–Introductions and Conclusions
Read A: Introductions (pp. 154–157)
Read B: Conclusions (pp. 160–163)

11

All College Day–No Day or Evening Classes

13

Comparison/Contrast Essay–first draft due
Peer editing
Timed in-class essay

18

Writing workshop:
Discussion of comparison/contrast essays–first draft

20

Spring Recess begins (through Saturday, March 29)
April  1  **Process Essay—first draft due**
Peer editing
Timed in-class essay

3  **Chapter 11–Argument**
Read A: Argument
**Do Practice 11–1, 11–4, 11–5, 11–6, 11–7, 11–8, 11–9, 11–10, 11–11**
[Staple typed argumentative paragraph to workbook pages]
**Library Research Workshop: Part I–Class meets in Library Reference Room–Peconic, 2nd Floor**

8  **Library Research Workshop: Part II–Class meets in Library Reference Room–Peconic, 2nd Floor**

April  10  Using and citing source material
(In-class exercises)

15  **Comparison/Contrast Essay—second draft due**
[Note: original draft and comment sheet must be attached]
Using and citing source material
(In-class exercises, continued)

17  **Argumentative Essay—first draft due**
**Individual conferences—to be held in Orient 122**

22  **Process Essay—second draft due**
[Note: original draft and comment sheet must be attached]
Writing Workshop:
Discussion of Argumentative essays—first draft
Using and citing source material

24  **Timed in-class essay (based on reading—TBA)**

29  **Argumentative Essay—second draft due**
[Note: original draft and comment sheet must be attached]
Timed in-class essay
How to write a reflective letter for portfolio
May 1  **Bring portfolios and typed reflective letter to class**
Peer review of portfolio samples and reflective letters
[Students will receive peer feedback on these items]

6  Writing workshop: reflective letters
[Students will learn how to revise and strengthen their letters]

8  **Final portfolios due in class**
EG 13 – A preview

13  **EG 10 Showcase**
Students read aloud their “best” writing to class

15  **EG 10 Showcase/ End-of-Semester Celebration**

20  **Individual conferences–to be held in Orient 122**

22  College make-up day, if necessary