



# LEAVELL COLLEGE

AT NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

## English Grammar: LCGE0310-01 ONL

Fall 2021 (221)

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504-282-4455. ext 3329  
Office Hours:

9:00-11:00 AM Monday-Friday

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*New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.*

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### COURSE DESCRIPTION

Students who do not achieve an adequate score on the English Placement Exam must complete this grammar and writing course before taking English Composition. The major emphasis is the development of basic grammar and writing skills. Students will study rules of grammar, take regular quizzes on grammar principles, write well-developed sentences and paragraphs, and complete a written final exam consisting of a timed writing assignment. (Note: Students may take this course as a free elective as long as they complete it prior to taking Research and Writing.) *Prerequisite: None*

### COURSE STUDENT LEARNING OUTCOMES

At the conclusion of the semester, the student will:

1. comprehend the principles of English grammar and the writing process;
2. value the use of the English language with appropriate grammar and composition; and
3. write college-appropriate sentences, paragraphs, and essays.

### COURSE TEXTS

The following e-textbook is required:

Moore, Miriam, and Susan Anker. *Writing Essentials Online LaunchPad Interactive*. During the first week of class, students will receive an email with a link to the e-book which includes access to LaunchPad/Learning Curve. Students will then have two weeks' free access to the textbook, which is online, and the required grammar skill work. After two weeks, in order to complete the rest of the course, students should then purchase access online directly as offered from Macmillan Publishers.

### COURSE REQUIREMENTS

1. *Writing Assignments (55% of total grade)—Essays 40% and paragraphs 15%*

Each student will write paragraphs, essays, or other assignments according to the instructions given in class. Preliminary work, which includes first drafts and/or detailed outlines, will be submitted for review by the instructor. Please type all work in Word, using Times New Roman 12-point font, and double space all work.

2. *Tests and Quizzes (20%)*

Each student will take weekly quizzes on material from the e-textbook.

3. *Final Examination (15%)*

A **final examination** will be given during finals week of the course. The final exam is a timed essay. **In addition to having a passing average, a student must pass the final exam to pass the course.**

4. *Learning Curve Grammar Exercises (10%)*

Online exercises will be assigned the first week of each unit through Learning Curve, which is part of LaunchPad--the online companion to the e-textbook.

Note: Participation is essential, particularly in an online class. No work will be accepted for credit more than one week past the original due date.

**GRADING SCALE**

- A: 93 - 100
- B: 85 - 92
- C: 77 - 84
- D: 70 - 76
- F: below 70

**COURSE OUTLINE**

| Unit   | Dates             | Assignment   | Due Date        |
|--------|-------------------|--|-----------------|
| Unit 1 | August 16-28      | --Introduce yourself on the "Getting to Know You" Discussion Board.  | Sat., August 21 |
|        |                   | --Final Copy of Narration Paragraph<br>--ALL Quizzes for Unit 1  | Sat., August 28 |
| Unit 2 | August 30-Sept 11 | -- Illustration Writing, e-textbook, chapter 10<br>-- <b>Outline and First Draft of Illustration Paragraph</b><br>--Study Sentences, part 2. See unit 2 Grammar folder.<br>-- <b>ALL Learning Curve Assignments for Unit 2</b> | Sat. Sept. 4    |
|        |                   | --Final Copy of Illustration Paragraph<br>--ALL Quizzes for Unit 2   | Sat., Sept 11   |

|        |                              |  |                |
|--------|------------------------------|--|----------------|
| Unit 3 | Sept.<br>13-25               | <ul style="list-style-type: none"> <li>-- Classification Writing, e-textbook, chapter 13</li> <li>--<b>Outline and First Draft of Classification Paragraph</b></li> <li>--Study Parts of Speech, part 1, e-textbook, chapter 28, and see unit 1 Grammar folder.</li> <li>--<b>ALL Learning Curve Assignments for Unit 3</b></li> </ul>                             | Sat., Sept. 18 |
|        |                              | <ul style="list-style-type: none"> <li>--<b>Final Copy of Classification Paragraph</b></li> <li>--<b>ALL Quizzes for Unit 3</b></li> </ul>   | Sat., Sept 25  |
| Unit 4 | Sept.<br>27-Oct 2            | <ul style="list-style-type: none"> <li>--Read about the Writing-about-Writing process; see unit 4 documents.</li> <li>--<b>Outline and working copy of the Writing-about-Writing Essay</b></li> <li>--Study Parts of Speech, part 2, e-textbook, chapter 28, and see unit 4 Grammar folder.</li> <li>--<b>ALL Learning Curve Assignments for Unit 4</b></li> </ul> | Sat., Oct.2    |
|        | Fall break<br><br>Oct. 11-16 |  |                |
|        |                              | <ul style="list-style-type: none"> <li>--<b>Final Copy of Writing-about-Writing Essay</b></li> <li>--<b>ALL Quizzes for Unit 4</b></li> </ul>  | Sat. Oct. 16   |
| Unit 5 | Oct. 18-30                   | <ul style="list-style-type: none"> <li>--Read about Comparison and Contrast Writing, e-textbook, chapter 24</li> <li>-- <b>Outline and working copy of the Compare and Contrast Essay</b></li> <li>-- Study Parts of Speech, part 3, e-textbook, chapter 28, and see unit 3 Grammar folder.</li> <li>--<b>ALL Learning Curve Assignments for Unit 5</b></li> </ul> | Sat. Oct. 23   |
|        |                              | <ul style="list-style-type: none"> <li>--<b>Final Essay of Compare/Contrast Essay</b></li> <li>--<b>ALL Quizzes for Unit 5</b></li> </ul>  | Sat., Oct. 30  |
| Unit 6 | Nov.1-13                     | <ul style="list-style-type: none"> <li>--Cause-Effect Writing, e-textbook, chapter 25</li> <li>--<b>Outline and draft of Cause-Effect Essay</b></li> <li>--Study Coordination, Subordination, and Parallelism, e-textbook, chapter 35, and see unit 6 Grammar folder.</li> <li>--<b>ALL Learning Curve Assignments for Unit 6</b></li> </ul>                       | Nov. 6         |
|        |                              | <ul style="list-style-type: none"> <li>--<b>Final Copy of Cause-Effect Essay</b></li> <li>--<b>ALL Quizzes for Unit 6</b></li> </ul>   | Sat., Nov. 13  |

|        |                   |   |                                     |
|--------|-------------------|---|-------------------------------------|
|        |                   |   |                                     |
| Unit 7 | Nov. 15-20        | --Argument Writing, e-textbook, chapter 26<br><b>--Final Copy of Argument Essay</b>   | Sat., Nov. 20                       |
|        | Nov.<br>29-Dec. 1 | --Study Word Choices and Spelling: Writing with Style,<br>e-textbook, chapter 36, and see unit 7 Grammar<br>Folder<br><b>--Learning Curve Assignments for Unit 7 due Dec. 1</b> |                                     |
|        | Dec. 2-8          | FINAL EXAM (Due by 1:00 pm Wednesday, Dec 8)  | Timed Essay<br>due by Wed.<br>Dec 8 |

\*Dates and topics are subject to change at the professor's discretion. Unless otherwise specified, assignments are due by 11:59 p.m. central time on the due date.

#### **ADDITIONAL COURSE INFORMATION**

1. Attendance Policy: Leavell College follows the attendance policy as stated in the Leavell College catalog.
2. Policy for Late Submissions: Late preliminary work will be penalized as follows: 5 points for the first day late, and 1 point per day late after the first day. Final copies submitted past the due date will be penalized as follows: 5 points for the first day late, 1 point per day late after the first day. No final copies will be accepted more than one week past the original due date. Learning Curve and Quizzes uploaded late will be penalized five points each and will not be accepted past one week past the due date.
3. Plagiarism Policy: A high standard of personal integrity is expected of all Leavell College students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and committing other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction may result in failing the assignment and the course. Any infraction will be reported to the Dean of Leavell College for further action.
4. Classroom and Online Decorum: Each student is expected to demonstrate appropriate Christian behavior. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of the others in the course. A spirit of Christian charity is expected at all times. Electronic devices should be used only for classroom purposes as indicated by the professor.

5. Special Needs: If you need accommodations for a disability, please set up a meeting with the professor for consideration of any modifications you may need.
6. Emergency Plan: In the event the NOBTS schedule is impacted due to a natural event, go to the seminary's website for pertinent information. Class will continue as scheduled through the Blackboard site. Please note announcements and assignments on the course's Blackboard site.
7. Technical Assistance: For general NOBTS technical help, go to [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/)
8. Style Guide: A copy of the approved NOBTS Style Guide can be found in the course Blackboard shell, or it can be located online at the Writing Center's page on the seminary website at: [https://www.nobts.edu/\\_resources/pdf/writing/StyleGuide.pdf](https://www.nobts.edu/_resources/pdf/writing/StyleGuide.pdf)
9. COVID-19: During the COVID-19 pandemic Leavell College is abiding by all New Orleans governmental guidelines and CDC safety guidelines. This includes practicing social distancing, washing hands frequently, and wearing face masks. Students are expected to abide by such policies while on campus.

## SELECTED BIBLIOGRAPHY

- Batko, Ann. *When Bad Grammar Happens to Good People: How to Avoid Common Errors in English*, edited by Edward Rosenheim. Franklin Lakes, NJ: Career Press, 2004.
- Kirszener, Laurie, and Stephen Mandell. *Focus on Writing: Paragraphs and Essays*. 3<sup>rd</sup> ed. Boston: Bedford/St. Martin's, 2014.
- Morenburg, Max, and Jeff Sommers. *The Writer's Options: Lessons in Style and Arrangement*. New York: Pearson, 2008.
- Shuman, R. Baird. "Grammar for Writers: How Much Is Enough?" *The Place of Grammar in Writing Instruction: Past, Present, Future*, edited by Susan Hunter and Ray Wallace, 114-28. Portsmouth, NH: Boynton/Cook, 1996.
- O'Conner, Patricia. *Woe is I: the Grammarphobe's Guide to Better English in Plain English*. New York: Riverhead Books, 1996.
- Shertzer, Margaret. *The Elements of Grammar*. New York: Longman, 1996.
- Strunk, William, and E.B. White. *The Elements of Style*. 4<sup>th</sup> ed. Boston: Allyn and Bacon, 2000.
- Williams, Joseph M., with Gregory G. Colomb. *Style: Lessons in Clarity and Grace*. 10<sup>th</sup> ed. Longman, 2010.