

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 ~ (800) 251-4299**  
**Spring 2019**

**Course Number and Name:** ENG 010 Basic English Skills

**Credit Hours:** 4

**Method of Delivery:** Day Flex

**Course Description**

Prerequisite: Placement based upon Entrance Exam Score.

In this developmental course students will focus on building knowledge and skills required for English grammar, punctuation, capitalization, and basic writing. This course will also introduce library resources, APA documentation styles, and formal research writing. Credit not applicable toward any degree program.

**Text:**

Russell, Thomas. *Write Now*, 1<sup>st</sup> ed. New York: McGraw-Hill, 2010. Print.  
ISBN: 9780073397078

*APA/MLA Guidelines for Students*

ISBN: 9781423217589

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. Recite and apply basic rules of English grammar.
2. List and define the seven parts of speech.
3. Identify the function of parts of speech in a sentence.
4. List the principal parts of a list of troublesome verbs.
5. Recite and apply the basic rules of capitalization and punctuation.
6. Write paragraphs with appropriate beginnings, endings, and supporting details/examples.
7. Write a well-constructed summary of a magazine/newspaper article.
8. Apply basic computer composition skills, including but not limited to Microsoft Word.
9. Perform basic APA documentation and citation skills.
10. Perform basic research skills, including note taking and outlining.
11. Learn the five-paragraph essay structure.
12. Write a critical analysis on the works of O. Henry with primary sources, in-text citations, and a well-documented source page.
13. Write a research essay of 500 words on an assigned topic complete with primary sources, in-text citations, and a well-documented source page.

**Midstate Grading scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals,

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periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

**Instructor Information:**

Dr. Steve Bortolotti  
Office: 226  
692-4092 - ext. 2260  
[sbortolotti@midstate.edu](mailto:sbortolotti@midstate.edu)

**Attendance:**

You will be counted as present in any given week if you do at least one of the following:

1. Participate in a discussion forum.
2. Post an assignment to a drop box (including taking a quiz).

**General Course Policies:**

1. Weekly attendance is based on whether or not you submitted any gradable work for the week, such as quizzes, written assignments, and discussion forums. However, if you attend a campus session, you will be counted as present for the week even if you do not complete gradable work.
2. Papers and other written assignments must follow the standards of written work established in the class via lectures and examples.
3. It is the student's responsibility to keep all copies of papers and written assignments turned in for a grade. If a paper or other assignment is lost by the student or the instructor, the student is responsible for providing the instructor with another copy of the paper or assignment. Copies of the papers written in this course should be kept until the student receives his or her final grade for the quarter.
4. Students' written work will be typed using Microsoft Word; Times New Roman size 12 font; default margins.
5. Students suspected of plagiarizing will be subject to the penalties outlined in the *Midstate College Student Handbook*.
8. Students will turn off cell phones while in the classroom.

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**Late Work**

1. I will accept assignments, but they will be subject to late points. Refer to individual assignment sheets for deadlines and specific point breakdown.
2. Work from weeks 1-6 will not be accepted after midterm (Week 6), for any reason, even for late points. No exceptions.
3. During Weeks 7-11, the same above policies apply.
4. Work from weeks 7-11 will not be accepted after (Week 11), for any reason, even for late points. No exceptions.

**Week 1:**

- File creating and naming
- Parts of speech: Verbs, Nouns, Pronouns, Adverbs, Conjunctions, Prepositions, interjections
- Troublesome verbs
- Pattern sentences

**Week 2:**

- Review parts of speech
- Review pattern sentences
- Capitalization, punctuation

**Week 3:**

- Sentences – run-ons, fragments, complete
- Paragraphing

**Week 4:**

- Basic research
- Intro to APA documentation and citation for online sources
- Online article reviews

**Week 5:**

- Basic research
- Intro to APA documentation and citation for print sources
- Print article reviews

**Week 6:**

- Basic essay composition
- Holiday Essay and Outline

**Week 7:**

- O. Henry short stories
- Plotlines
- Themes
- Sources for criticism

**Week 8:**

- O. Henry Essay and Outline

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**Week 9:**

- Persuasive Essay and Outline

**Week 10:**

- Persuasive Essay and Outline

**Week 11:**

- Persuasive Essay and Outline

**Week 12:** Final exam