Course Description

Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling, and mechanics. Lecture 3 hours per week.

General Course Purpose

The course will provide a review of the fundamentals of English grammar and the basic logic of written communication.

Course Prerequisites/Co-requisites

ENG 111 or division approval.

Course Objectives

Goal One: Parts of Speech
ENG 135 teaches the categories of meaning in the English language. By the end of the course, students will be able to
• identify and incorporate all parts of speech into sentences, clauses, and phrases.

Goal Two: Nouns & Verbs
ENG 135 teaches the importance of nouns and verbs to express thoughts. By the end of the course, students will be able to
• use and edit transitive and intransitive verbs in sentences.
• distinguish between auxiliary and main verbs in sentences and clauses.
• identify verbal phrases and their functions in sentences and clauses.
• identify noun phrases and their functions in sentences and clauses.

Goal Three: Sentence Construction
ENG 135 teaches the value of and the mechanisms for producing strong, clear, correct sentences. By the end of the course, students will be able to
• identify subordinating and coordinating phrases and clauses, and will correctly subordinate and coordinate clauses within sentences.
• distinguish between sentence fragments and complete sentences.
• demonstrate the correct and appropriate use of passive and active voice in sentences and clauses.

Goal Four: Modifiers
ENG 135 teaches the English language system by which one word modifies another. By the end of the course, students will be able to
• identify adjectives, adverbs, and their functions in sentences, clauses, and phrases.
• identify dangling and misplaced modifiers and revise sentences to incorporate correct modification.

Goal Five: Punctuation
ENG 135 teaches the use of internal and end punctuation in sentences. By the end of the course, students will be able to
• successfully use and edit apostrophes, commas, semi-colons, and colons in sentences.
• successfully use and edit question marks, quotation marks and other end marks in sentences.
Major Topics to be Included

- Parts of Speech
- Analysis of the Elements and Patterns of Sentences
- Nouns, Noun Phrases, and Noun Substitutes
- Verb Tenses and their Uses
- Modals and Subjunctives
- Modifiers
- Clauses
- Structure of writing
- Punctuation
- Capitalization