

Adult Basic Education
English Language Arts

English 3101C

Study Guide

Prerequisites: English 2101A, 2101B, 2101C

Credit Value: 1

Degree and Technical Profile/Business-Related College Profile Required English Courses

English 1101A

English 1101B

English 1101C

English 2101A

English 2101B

English 2101C

English 3101A

English 3101B

English 3101C

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Anthologies: *Echoes 12*
 Land, Sea, and Time, Book Three

Reference Books: *Reference Points 11/12*
 Communicate!

To the Student

The following questions and answers should help you use this Study Guide.

Who should do English 3101C?

English 3101C is intended for those who are studying in the **Degree and Technical Profile or the Business-Related College Profile** of Adult Basic Education.

What is in the English 3101C Study Guide?

The *English 3101C Study Guide* describes all the work that is required for the completion of this course. There are 3 separate Units in this course - they are listed in the Table of Contents above (page 2).

How Should I Use the Study Guide?

Before beginning to do the work in this *Study Guide*, you will need to talk to your instructor about the course and the resources you will need to complete the work for the course.

The *Study Guide* provides important information and guidance which you will need to complete *English 3101C*. You should **work through the Study Guide page by page**, consulting with your instructor as you go.

How is the Study Guide organized?

The Study Guide is organized in two columns, as follows:

Required Work	Guidelines and Suggestions
<p>This column provides a numbered list of all the work you are required to do for the course.</p> <p>You should note that there are 3 separate Units in the course and the Required Work for each Unit starts with the number 1.</p>	<p>This column gives you important information and guidelines to help you complete the Required Work in the left-hand column. You should always read this column <i>before</i> beginning the Required Work.</p>

Important Note

This *Study Guide* is intended to make it possible for you to work independently in the Adult Basic Education class. If you use the *Guide* correctly, you may be able to work on your own for certain periods of time. You should always make sure that your instructor is aware of what you doing, however, and you should feel free to ask your instructor for help and guidance at all times.

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Reading Essays</p> <p>1. To begin your study of non-fiction, you should read pages 113-128 of <i>Reference Points 11/12</i>.</p> <p>Read, View and Discuss</p> <p>2. Read the short personal/narrative essay, “Snapshot: Lost Lives of Women”, by Amy Tan (<i>Echoes 12</i>, pages 384-387).</p> <p>2.1 View the photo that accompanies this essay (pages 384-385).</p> <p>2.2 Discuss “Snapshot: Lost Lives of Women”, and the accompanying photo, with your instructor or in a small group organized by your instructor.</p> <p>Write</p> <p>3. Answer questions 1- 4 on page 388.</p>	<p>The assigned study material from <i>Reference Points</i> provides an overview of types and characteristics of descriptive and narrative non-fiction writing. It also includes short excerpts from non-fiction texts which illustrate the types and characteristics. You should discuss this reading with your instructor before proceeding with the other activities for this Unit.</p> <p>Read the essay at least twice to make sure that you fully understand the context and the different themes. View and re-view the photo and consider its relation to the essay.</p> <p>Your instructor will arrange for you to discuss the essay. If there are others reading the essay at the same time, you may be required to participate in a small group discussion. If not, you may discuss the essay with your instructor.</p> <p>Your answers to these questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation, or spelling errors.</p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Select, Read and Write</p> <p>4. Select and read at least 3 other non-fiction texts from <i>Echoes 12</i>.</p> <p>4.1 Answer all questions under Meaning and Form and Style in the “Responding” section of each text you select. (Your instructor may assign questions under Exploring Context as well.)</p> <p>5. Select and read at least 2 short non-fiction texts from <i>Land, Sea and Time, Book Three</i>.</p> <p>5.1 Answer questions, assigned by your instructor, on each text selected.</p>	<p>You may choose non-fiction texts from Units 4, 5 and 6 of <i>Echoes 12</i>. Possible selections include essays, memoirs, and newspaper articles. You should skim the three units before making a decision based on personal interest.</p> <p>You should read each selection at least twice to help you better understand all the different elements of the various types of non-fiction you have selected. You should also ask your instructor to arrange for you to discuss each selection before you answer the questions.</p> <p>The <i>Land, Sea and Time</i> books provide a number of short non-fiction texts, many of which are about the Newfoundland and Labrador heritage and culture. You should skim the whole of <i>Book Three</i> to find non-fiction texts that are of interest or special significance to you. You will need to decide whether a particular text is fiction or non-fiction before making your selection, since the <i>Land, Sea and Time</i> books are not organized by genre. <i>You may ask your instructor for guidance with your selection.</i></p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Reading and Interpreting Media</p> <p>6. In preparation for reading and interpreting media, you should study pages 213-272 (Chapter 5) of <i>Reference Points 11/12</i>, “Communicating Through Media”. [You will be re-reading sections of this chapter for Required Work 7, 8 and 9.]</p> <p>7. Study pages 216-218, “Thinking and Communicating Clearly”.</p> <p>7.1 Answer question 1, page 218.</p> <p>8. Study pages 225-226, “Analyzing Newspaper Writing”.</p> <p>8.1 Answer questions 1 and 3, page 227.</p> <p>9. Study pages 242-244, “Advertisements”.</p> <p>9.1 Answer question 1, page 244.</p>	<p>The assigned study material provides an overview of a wide variety of media, including both print and electronic media. Through careful reading of Chapter 5, you will learn:</p> <ul style="list-style-type: none">• to read newspapers and magazines more critically;• to understand the purposes of advertising and the methods advertisers use to persuade people;• to have a better appreciation of posters, photographs and other visual media including cartoons and comics; and• to have a better understanding of electronic media including radio, television and film. <p>After completing one full reading of Chapter 5, you should re-read each of the sections specified in Required Work 7, 8 and 9 and discuss with your instructor before answering the questions.</p> <p><i>Your answers to these questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation, or spelling errors.</i></p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Interpreting Visuals</p> <p>10. Select a visual from a media text and write a short essay (150 - 200 words) about it.</p> <p>10.1 Use word processing software to type the final draft of your essay.</p>	<p>You may select a visual from a current magazine or newspaper or some other printed media source. You may also select one of the visuals in Chapter 5 of <i>Echoes 12</i>. The selected visual may be an advertisement or poster, a political cartoon, a comic strip, a picture, etc.</p> <p>Your essay should include the following:</p> <ul style="list-style-type: none">•the type of visual•the context in which the visual appears•your interpretation of the purpose of the visual•your interpretation of the meaning of the visual (both denotation and connotation)•your assessment of the impact of the visual <p>Write at least two rough drafts of your composition, revising for meaning and clarity. You may choose to use word processing for all drafts. Discuss your work with your instructor as you revise and make changes. Edit and proofread your composition to correct errors in spelling, grammar and punctuation.</p> <p><i>A copy of the visual should accompany your essay.</i></p>

Unit 2 Research Writing

Required Work	Guidelines and Suggestions
<p>Learning About Research Writing</p> <p>1. In preparation for conducting research and writing a research paper, you should study the following sections of <i>Reference Points 11/12</i>: “Writing Research Essays”, pages 87-102 “Documenting Sources”, pages 331-334 “Working with Graphs”, pages 339-341</p> <p>Researching</p> <p>2. Select a topic and conduct research in preparation for the writing of a formal research paper.</p> <p>2.1 Use at least 3 principal sources of information for your research, including: <i>books</i> <i>library reference materials</i> <i>periodicals</i> <i>Internet sites</i></p> <p>2.2 Keep a detailed list of all the sources you are using as you carry out your research.</p> <p>3. Compile and organize information.</p>	<p>These sections of <i>Reference Points</i> should be studied carefully in order to prepare you for all stages of your research and writing. You should discuss each section with your instructor to ensure that you are understanding the material fully and that you see how it can be used to help you complete your research paper.</p> <p>You may select a topic from another curriculum area in Adult Basic Education or you may select one based on personal or social/community interest. Discuss the topics you are considering with your instructor before making a final choice.</p> <p>Your instructor will be able to give you guidance with selecting sources of information on your topic. You will need to evaluate each source in order to ensure that it is a reliable source and that the information is up to date.</p> <p>As you are collecting information for your paper, you should be discussing this information with your instructor. Your instructor will check your notes as you make them on your reading and research. You should also ask your instructor to review your notes and your plan for the research paper before you begin writing.</p> <p>Be sure to keep a list of all the sources of information you use during your research. This will help you in the citation of sources in your paper and in your reference list.</p>

Unit 2 Research Writing

Required Work	Guidelines and Suggestions
<p>Writing the Research Paper</p> <p>4. Write a formal research paper of at least 1000 words (approximately 4 typewritten pages, double spaced).</p> <p>4.1 Include the following in your research paper:</p> <ul style="list-style-type: none"><i>cover page</i><i>table of contents</i><i>source citations in the paper</i><i>list of sources at the end</i> <p>4.2 Use word processing software for the production of the final draft.</p>	<p>Write at least two rough drafts of your research paper, revising for meaning and clarity. You may choose to use word processing for all drafts. Discuss your work with your instructor as you revise and make changes. Edit and proofread your composition to correct any errors in spelling, grammar and punctuation.</p> <p>Your instructor will provide guidance with the formatting of your paper, including the cover page, table of contents and citation of sources.</p> <p>Note: For Unit 3 of this course (Writing Conventions, Required Work 5 and 6) you will be studying format, punctuation and rules for the citation of sources. Your instructor will assign some of this work for you to do before you begin the final draft of your research paper.</p> <p>You may cite sources within the text, and in a reference list, using the American Psychological Association (APA) Style format or the Modern Languages Association (MLA) format. Your instructor will advise you on this.</p>

Unit 2 Research Writing

Required Work	Guidelines and Suggestions
<p>Reading About Oral Presentations</p> <p>5. In preparation for presenting your research paper to a small group, you should study pages 253-260 of <i>Communicate!</i>, “Effective Public Speaking”.</p> <p>Multi-media Presentation</p> <p>6. Present your research paper to a small group organized by your instructor. Use one or more visual aids or other presentation aids in your presentation.</p>	<p>You should discuss this material with your instructor before you begin planning the oral presentation of your research paper. Your instructor may be able to suggest practices and activities which will help you gain confidence in public speaking.</p> <p>You may use overheads, PowerPoint presentation, handouts, maps, and other aids for your presentation. You should discuss with your instructor what different visual aids or other presentation aids may be available for you to use. You should try and use at least two different visual aids or other presentation aids.</p> <p>You should ensure:</p> <ul style="list-style-type: none">• that your presentation is clearly organized;• that you select and use appropriate presentation aids; and• that you engage the audience in your subject. <p>You should also ensure that you observe the conventions of effective oral presentation, including:</p> <ul style="list-style-type: none">• maintaining eye contact with your audience• using appropriate posture and movement for getting your message across• speaking clearly• timing your presentation appropriately <p>The oral presentation of your research should be of at least 15 minutes duration. Your instructor will provide guidance with determining how much material you will need for this amount of time.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Reading About Business Communications</p> <p>1. In preparation for writing a resumé and letter of application, you should study the following sections of <i>Reference Points 11/12</i>:</p> <ul style="list-style-type: none">• “Communicating for Employment: The Resumé”, pages 286-290• “Communicating for Employment: The Letter of Application, pages 292-295 <p>Writing a Resumé</p> <p>2. Prepare and compile a personal resumé.</p> <p>2.1 Use word processing software for the final presentation of the resumé.</p> <p>Writing a Letter of Application</p> <p>3. Prepare and compose a letter of application to accompany your resumé.</p> <p>3.1 Use word processing software for the final presentation of the letter of application.</p>	<p>These sections of <i>Reference Points 11/12</i> provide information and formats for both the resumé and the letter of application. You may want to discuss the study material with your instructor before beginning to work on compiling your resumé.</p> <p><i>Reference Points 11/12</i> provides models of several different types of resúmes. You should select a type which is best suited to your work experience, skills, and educational attainment. You may need to ask for the instructor’s guidance with this.</p> <p>When you have selected the type of resumé you will be using, you should follow the format for that type exactly as it is presented in <i>Reference Points 11/12</i>. Your resumé will be assessed for content as well as format, so you should take care in compiling and organizing your information to ensure that it is appropriate, comprehensive and accurate. You should edit and proofread the resumé through several drafts.</p> <p>Your letter of application should be written in the full block format as set out in the model letter on page 293 of <i>Reference Points 11/12</i>. You should edit and proofread the letter through several drafts. Discuss each draft with your instructor. Your letter will be assessed for content as well as format, so you should take care with the language and tone and ensure that your spelling, grammar and punctuation are accurate.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Word Processing Editing Functions</p> <p>4. Practice the use of word processing <i>spell check</i> and <i>grammar check</i> functions.</p> <p>4.1 Identify the shortcomings of these functions.</p> <p>Writing Conventions</p> <p>5. Review the following areas of punctuation:</p> <ul style="list-style-type: none">•Use of the dash•Use of parentheses and square brackets•Use of ellipsis points <p>5.1 Complete practice exercises, as assigned by your instructor.</p> <p>6. Review format, punctuation and rules for citation of sources, including the following:</p> <ul style="list-style-type: none">•italics/underlining and quotation marks in citation•in-text citations•bibliography and reference lists•avoiding plagiarism <p>6.1 Complete practice exercises, as assigned by your instructor.</p>	<p>Your instructor will guide you through practicing these functions in word processing and recognizing that you cannot always rely on them, but must use your own knowledge and judgement. This may be done as you use word processing for the written compositions in this course as well as for the resumé and letter.</p> <p>Your instructor will provide you with information about each element of Writing Conventions (Required Work 5 and 6) to be studied in this Unit. You should be sure that you understand how each of the elements studied relates to your own writing. Several of the elements studied in this Unit relate directly to quoting and citing sources in your research paper, so you will be expected to apply the knowledge gained here to your work in Unit 2.</p> <p>Your instructor will give you practice exercises for each of 5.1 and 6.1. Your performance on the practice exercises will be counted for a small part of your mark for this course. More weight will be given to your ability to demonstrate that you have understood these Writing Conventions by using them correctly in your essays and compositions, answers to questions on literature, and formal correspondence.</p>