

Adult Basic Education  
English Language Arts

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# English 3102A

# Study Guide

**Prerequisites:** English 2102A, 2102B, 2102C

**Credit Value:** 1

**Texts:** *Passages 12*  
*Land, Sea, and Time, Book Three*  
*Communicate!*  
*Canadian Students' Guide to Language, Literature and Media*

**General College Profile** Required English Courses

English 1102A

English 1102B

English 1102C

English 2102A

English 2102B

English 2102C

**English 3102A**

English 3102B

English 3102C



## Table of Contents

To The Student ..... ii

### Unit 1

Short Story and Related Writing ..... Page 1

### Unit 2

Novel and Related Writing ..... Page 6

### Unit 3

Written Communications and Writing Conventions ..... Page 10

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### Texts:

#### Anthologies:

*Passages 12*  
*Passages 12 CD Set*  
*Land, Sea, and Time, Book 3*

#### Handbooks:

*Communicate!*  
*Canadian Students' Guide to Language, Literature and Media*



## To The Student

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

### *Who should do English 3102A?*

English 3102A is intended for those who are studying in the **General College Profile** of Adult Basic Education.

### *What is in the English 3102A Study Guide?*

The *English 3102A 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 3102A*. 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 <b>Required Work</b> for each Unit starts with the number 1.</p>	<p>This column gives you important information and guidelines to help you complete the <b>Required Work</b> in the left-hand column. You should always read this column before beginning to complete the <b>Required Work</b>.</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 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Short Stories</b></p> <p>1. With your instructor's guidance, study pages 32-56 of <i>Guide to Language, Literature and Media</i>.</p> <p>1.1 Complete questions 1-4, page 36</p> <p>1.2 Complete questions 1-4, page 56</p> <p><b>Glossary of Literary Terms</b></p> <p>2. Define and discuss the following fiction devices and terminology:</p> <ul style="list-style-type: none"><li>2.1 first person point of view</li><li>2.2 third person point of view</li><li>2.3 omniscient narrator</li><li>2.4 static character</li><li>2.5 dynamic character</li><li>2.6 stereotype</li></ul>	<p>You will need your instructor to introduce you to this reading material on fiction and to guide you through the exercises.</p> <p>The material provides an overview of fiction. Through reading and completing questions on two model short stories provided in this section, you will learn to recognize and understand the devices and terminology of fiction. This will prepare you for the reading of short stories in this unit. It will also prepare you for reading the novel in Unit 2 of this course.</p> <p>Most of these terms are explained for you in the assigned pages of <i>Guide to Language, Literature and Media (Required Work 1)</i>. You may also find them in any good literary glossary or dictionary. You may find it helpful to discuss the terms with your instructor before going on to complete the work for this Unit.</p> <p><i>Remember that you are not expected to memorize definitions but, rather, to use your knowledge of the terms in understanding and analyzing short stories.</i></p>

## Unit 1 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Listen</b></p> <p>3. Listen to the recorded short story, “The Flying Machine”, by Ray Bradbury on the <i>Passages 12</i> CD Set, Disk 3, Track 8.</p> <p><b>Read, View and Discuss</b></p> <p>4. Read “The Flying Machine” (<i>Passages 12</i>, pages 206-210).</p> <p>4.1 View the photograph which accompanies the story (page 207).</p> <p>4.2 Discuss “The Flying Machine” and the accompanying photograph in a small group or with your instructor.</p> <p><b>Write</b></p> <p>5. Answer questions 1-3 on page 211.</p>	<p>Listen to the recorded story, “The Flying Machine”, and read it at least twice to make sure that you fully understand it. Your first reading should be for enjoyment of the story; the second reading will help you interpret the story in order to answer questions on it.</p> <p>Your instructor may ask you to read sections of the story aloud.</p> <p>You may find that pages 33-35 of <i>Communicate!</i>, “How to View a Photograph” and page 279 of <i>Guide to Language, Literature and Media</i> will help you better appreciate the 1896 photograph of a glider which accompanies this story.</p> <p>Your instructor will arrange for you to discuss the story and the photograph. If there are others reading the story at the same time, you may be required to participate in a small group discussion. If not, you may discuss the story with your instructor.</p> <p>Your instructor will give you guidance as you analyze the short story. You should not attempt to answer questions until you have discussed each story with your instructor and, where possible, with others who are also reading the story.</p> <p><i>Your answers should be written clearly and you should use examples from the story to support your answers. Make sure you have answered the question that was asked of you.</i></p>



## Unit 1 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Read, Discuss and Write</b></p> <p>6. Select and read at least 2 other short stories from <i>Passages 12</i>.</p> <p>6.1 Discuss in a small group, or with your instructor, stories you are reading.</p> <p>6.2 Answer the questions on <b>Exploring Meaning</b> following each story you read. If there are questions on <b>Technique and Style</b> and <b>Language Conventions</b>, you should answer those as well. Your instructor may also assign other questions to be answered.</p>	<p>You should select stories based on your personal interest, but you may need guidance from your instructor to select stories which are suited to your reading level. Some stories in <i>Passages 12</i> are more difficult to read than others.</p> <p>There are only 6 short stories in the <i>Passages 12</i> book and they are scattered throughout the book. You can find the list of the 6 stories in the “Alternate Table of Contents”, page 7.</p> <p>You should read each story at least twice - first for enjoyment and second for interpreting and answering questions. Your instructor will discuss the story with you or arrange for you to discuss it with others who are reading the same story.</p> <p>As with the first story you read, your instructor will give you guidance as you analyze each short story. You should not attempt to answer questions until you have discussed each story with your instructor and, where possible, with others who are also reading the story.</p> <p><i>Refer to the story as you write and use examples to support your answers.</i></p>





## Unit 2 Novel and Related Writing

Required Work	Guidelines and Suggestions
<p data-bbox="186 409 630 441"><b>Learning About Reading Novels</b></p> <p data-bbox="186 445 792 556">1. In preparation for reading a novel, you should review pages 32-56 of <i>Guide to Language, Literature and Media</i>.</p> <p data-bbox="186 819 430 850"><b>Read and Discuss</b></p> <p data-bbox="186 854 682 928">2. Select and read a novel from the list provided by your instructor.</p> <p data-bbox="186 970 766 1043">2.1 Discuss the novel with your instructor or in a small group organized by the instructor.</p>	<p data-bbox="829 445 1430 772">You will already have studied these pages in preparation for reading short stories. Since all this information also prepares you for reading novels, you should re-read pages 32-56 completely to make sure that it is fresh in your mind. The section on reading strategies (pages 36-37) gives specific guidance on reading novels, so you should pay especially close attention to this section.</p> <p data-bbox="829 823 1430 1228">You should choose a novel based on personal interest. In order to choose from the list of novels provided by your instructor, you should do some research. You should start by reading any information available with the book (reviews or comments on the cover of the book, the preface, the introduction, etc.). You may also find a book review in the library or on the Internet—or you may find out about the novel by talking to others who have read it, including your instructor.</p> <p data-bbox="829 1270 1430 1375">You may also choose to read a few pages from more than one novel before making your final choice.</p>

## Unit 2 Novel and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Write</b></p> <p>3. Answer questions on the novel. These will be provided by your instructor.</p>	<p>Depending on the novel you have selected, you may need your instructor to provide you with background information to help you better understand what you are reading. You may also be required to do some background research yourself.</p> <p>You should read the novel twice. Your first reading should be done for enjoyment and can be fairly fast. After you have been given questions on the novel by your instructor, you will need to do a second reading to interpret the novel and answer the questions.</p> <p><i>Just as you did with your answers to questions on the short stories, you should write your answers clearly and you should use examples from the novel to support them. Make sure you have answered the specific question that was asked of you.</i></p>

## Unit 2 Novel and Related Writing

Required Work	Guidelines and Suggestions
<p data-bbox="186 409 760 441"><b>Learning About Writing a Literary Essay</b></p> <p data-bbox="186 445 760 514">4. Review pages 143-159 of <i>Communicate!</i>, “Writing Essays”.</p> <p data-bbox="186 556 690 625">4.1 Review Model Essay #1, “Literary Essays” (pages 150-153).</p> <p data-bbox="186 819 397 850"><b>Write an Essay</b></p> <p data-bbox="186 856 776 1003">5. Write an essay of at least 500 words (approximately two typewritten pages, double spaced) in response to an essay question or topic provided by your instructor.</p> <p data-bbox="186 1045 776 1115">5.1 Use word processing software to type the final draft of your literary essay.</p>	<p data-bbox="829 445 1430 661">These pages introduce you to writing essays in general and then go on to give you models of specific types of essays. You will have studied this material in English 2102A, but a review at this point should help you prepare for writing an essay about the novel.</p> <p data-bbox="829 703 1404 772">In this Unit, you will be writing a literary essay in response to the novel you have read.</p> <p data-bbox="829 856 1430 961">Your instructor will assign your essay question or topic and you should plan and discuss your essay with your instructor.</p> <p data-bbox="829 1003 1425 1262">Write at least two rough drafts of your essay 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 literary essay to correct errors in spelling, grammar and punctuation.</p>



## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Writing Reports</b></p> <p>1. In preparation for writing reports, read pages 211-222 of <i>Communicate!</i>, “Reports”.</p> <p><b>Writing a Report</b></p> <p>2. Write one of the following types of reports:</p> <ul style="list-style-type: none"><li>• Progress Report</li><li>• Evaluative Report</li><li>• Proposal</li></ul> <p>2.1 Use word processing software for the preparation of the final draft.</p>	<p>Your instructor will help clarify this introduction to report writing for you. Pages 211-222 provide an overview of report writing and samples of several types of report. The format changes depending on the type of report so you should study the different formats carefully.</p> <p>You should ask your instructor for guidance before you select a type of report to write. Depending on the type you choose, your instructor may have to provide you with information, or guide you to information, to use in your report.</p> <p>Your instructor will also provide you with guidance in gathering information for your report and outlining it following the proper format for the report you have chosen.</p> <p>You should write at least two rough drafts of your report 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 report to correct errors in spelling, grammar and punctuation.</p>



## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Writing Business Letters</b></p> <p>3. Read pages 187-194 of <i>Communicate!</i>, “Business Letters”.</p> <p><b>Writing a Business Letter</b></p> <p>4. Prepare and write a formal letter requesting information.</p> <p>4.1 Use word processing software for the final draft of the letter.</p> <p><b>Writing Conventions</b></p> <p>5. Review the following areas of punctuation:</p> <ul style="list-style-type: none"><li>•colon</li><li>•semicolon</li></ul> <p>5.1 Complete practice exercises on using colons and semicolons, as assigned by your instructor.</p> <p>6. Examine the use of parallel structure.</p> <p>6.1 Complete practice exercises in using parallel structure, as assigned by your instructor.</p>	<p>This section of <i>Communicate!</i> provides an overview of the business letter. It also provides several models of business letters written for different purposes. You have studied some of these pages in English 2102A and English 2102B, so the business letter format will be familiar to you.</p> <p>Your letter should be written in the full block format as set out in the model letter on page 189 of <i>Communicate!</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> <p>Your instructor will provide you with information about each element of Writing Conventions (<b>Required Work 5 and 6</b>) to be studied in this Unit. You should be sure that you understand how each of the elements studied relates to your own writing.</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 other compositions, answers to questions on literature, and formal correspondence.</p>