



## ENGL 1410

**Division:** Humanities

**Department:** English

**Course:** ENGL 1410

**Title:** English Mechanics

**Catalog Description:**

This course provides analysis and review of standard English grammar, punctuation, spelling, and sentence structure. It also explores techniques to achieve desirable tone and style as they relate to academic writing and business correspondence.

**General Education Requirements:** N/A

**Semesters Offered:** Fall, Spring

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** No

**Prerequisites:** none

**Corequisites:** none

**Justification:**

This course fills the grammar proficiency requirement for English majors transferring to USU and is recommended for any student majoring in Elementary Education. It is required for BT majors, both AAS and One-Year Certificate programs. It is an option under the communication requirement for Child Care Management, Building and Construction Management, Art and Graphic Communications, Automotive Technology, Collision Repair and Refinishing Technology, Computer Information Systems, Cosmetology/Barbering, Culinary Arts, Diesel and Heavy Duty Mechanics, Drafting Technology, Machine Tool Technology, and Welding Technology. This course also provides remedial help for native speakers and additional training in English grammar and usage for non-native speakers. Comparable courses include ENGL 1120 at USU.

**Student Learning Outcomes:**

The student will

- have a sense of the origin and development of English
- identify the parts of speech
- discriminate between commonly confused words
- observe the basic rules of spelling
- observe the basic rules of punctuation
- observe the basic rules of number use
- identify and use various sentence patterns

- know how to proofread and edit
- be sensitive to tone and style in business correspondence.

## **Content:**

### Grammar/Usage Concepts

- Parts of speech: identification and analysis of problem areas
- Correct word choice: homonyms, homophones, homographs
- Basic rules for spelling: most troublesome common words
- Punctuation basics: common errors in punctuation
- Patterns for English sentences: basic patterns, uses of phrases and clauses
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### Business Applications

- Editing and proofreading
- Tone and style for business correspondence
- Use of numbers in business writing

### General Language Awareness

- The history and development of the English language
- Current influences on standard English
- The co-existence of various English grammars
- The importance of using rational determination over habit and aural clues in grammatical selections

## **General Education Outcomes:**

2) Write clearly, informatively, and persuasively.

While this course does not involve writing text beyond the sentence level, employment of practices learned (e.g. spelling, punctuation, word choice) should lead to clearer writing. In addition, adherence to the guides in the "tone and style" section of the course should improve the persuasive quality of the students' business correspondence.

## **Key Performance Indicators:**

- Daily workbook exercises and quizzes =20%
- Periodic take-home tests(open book) = 40%
- Midterm and final exams(closed book) = 30%
- Attendance and participation = 10%

Percentages are approximate.

## **Representative Text and/or Supplies:**

Bogle, Mary Anderson, *Rowe College Business English*, current edition, Baltimore: Rowe.

or

Schachter, Norman, Alfred T. Clark, and Karen Schneider, *Basic English Review*, current edition, South-Western Educational Publishing.

**Optimum Class Size: 25**

**Maximum Class Size: 30**

**Signatures:**

I hereby submit this course syllabus:

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Melanie Jenkins, MA, Associate Professor

I hereby find this course consistent with the goals and resources of the English Department:

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Melanie Jenkins, MA, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Humanities Division:

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Sheryl James Bodrero, PhD, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)