

**MIAMI DADE COLLEGE  
WOLFSON CAMPUS  
WORLD LANGUAGES DEPARTMENT**

**EAP 0440: WRITING 4  
SIXTEEN WEEK SYLLABUS**

**3 Credits**

**Pre-requisite:** EAP 0340 or equivalent

**Co-requisite:** EAP 0440L Writing 4 Lab

**Course Materials:** Longman Academic Writing Series 3, 4<sup>rd</sup> edition by Oshima and Hogue.  
(Textbook is Required)

A dictionary, a notebook, pencils, and erasers (Required)

**Course Content**

**Week One:**

- Check schedules & distribute syllabus
- Review Paragraph Format (pp. 6--10)
- Capitalization (pp. 10--13)
- Sentence Structure—Simple Sentences (pp. 14--19)

**Week Two:**

- Sentence Structure—Compound Sentences (pp. 40--43)
- Paragraph Structure (pp. 51--68)
- Punctuation (pp. 44--45)
- The Writing Process (pp.73--75)

**Week Three:**

- Chapter 3, Review and Writing Assignment (pp. 76--78)
- **Quiz:** Basic Sentence and Paragraph Concepts

**Grade Record:** \_\_\_\_\_

**Week Four:**

- Logical Division of Ideas, Organization (pp. 79--85)
- Coherence (pp. 86--95)
- Sentence Structure—Run-ons and Comma Splices (pp. 96--98)

**Week Five:**

- Chapter 5, Review and Assignment (pp. 99--101)
- **Graded Paragraph:** Logical Division of Ideas

**Grade Record:** \_\_\_\_\_

**Week Six:**

- Introduction and Model Paragraphs (pp. 171--182)

**Week Seven:**

- Sentence Structure—Comparison Signals (pp. 183--187)

- Practice Paragraphs: Comparison

**Week Eight:**

- **Graded Paragraph:** Comparison
- Sentence Structure—Contrast Signals (pp. 187--190)

**Grade Record:** \_\_\_\_\_

**Week Nine:**

- Chapter 7, Review and Writing Assignment (pp. 191--195)

**Week Ten:**

- **Graded Paragraph:** Contrast
- Introduction and Model Paragraphs (pp. 148-159)

**Grade Record:** \_\_\_\_\_

**Week Eleven:**

- Practice Paragraphs: Cause/Effect (pp. 159-161)
- Transition Signals (pp. 161—166)

**Week Twelve:**

- **Graded Paragraph:** Cause/Effect
- Definition Paragraphs, Organization (pp. 121--128)
- Sentence Structure—Appositives (pp. 128-131)

**Grade Record:** \_\_\_\_\_

**Week Thirteen:**

- Sentence Structure—Adjective Clauses (pp. 131-132)
- Chapter 8, Review and Assignment (pp. 141-144)
- Sentence Structure—Complex Sentences with Adjective Clauses (pp. 133-138)

**Week Fourteen:**

- **Graded Paragraph:** Definition
- Sentence Structure Review—Adjective Clauses (pp. 139--141)

**Grade Record:** \_\_\_\_\_

**Week Fifteen:**

- Review Paragraph Structures

**Week Sixteen:**

**Departmental Final Examination**

**Grade Record:** \_\_\_\_\_

*(This schedule is subject to change)*

**DEPARTMENT OF WORLD LANGUAGES RULES FOR SUCCESS**

1. The textbook is required. Students also need to have a good dictionary, a notebook, pencils and erasers. Students may not share materials, such as dictionaries and erasers, during graded paragraphs.
2. Electronic devices must be turned off and put away out of sight during the entire class.
3. Doing homework is OBLIGATORY. Students are expected to keep up with the class, study for quizzes, prepare for graded paragraphs and complete all class assignments. If a student is absent, s/he must call another student in the class or his/her instructor to find out the work done and the homework assignment. Students must come prepared for the next class.
4. There will be no make-ups for quizzes or graded paragraphs.
5. Attendance is OBLIGATORY. After three consecutive absences without notification, instructors may drop a student for non-attendance.
6. Incomplete grades and withdrawal policy are as per college catalog.
7. Student records and departmental exams will be kept for one additional semester. Inquiries regarding grades must be presented within this time.
8. Students must be present for Departmental Exams. Absences are allowed only with an official excuse (note from doctor, minister, immigration, or court) giving exact date and time. Students should plan for vacation travel outside of exam dates.
9. Students must obtain a minimum of 75 points on the departmental final examination to be eligible to pass this course. Course grades will be calculated in this manner:

66.6% Quiz & Graded Paragraphs	90-100	=A
33.3% Final Examination	80-89	=B
	70-79	=C
	60-69	=D*
	59 & below	=F*

*\*Must repeat the course*

Instructor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Classmate's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Classmate's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**EAP 0440 Writing 4  
Course Competencies**

- Competency 1:** The student will recognize, produce and refine the types of academic paragraphs that a writing task requires.
- Competency 2:** The student will plan and write well-developed, focused, single paragraphs using a variety of vocabulary and sentence and grammatical structures. The paragraphs will be well-organized and written with clarity and substance in Standard English appropriate to the level.
- Competency 3:** The student will proofread and edit grammar, mechanics, and sentence structure appropriate to the level.
- Competency 4:** The student will use appropriate reference tools to edit writing.
- Competency 5:** The student will refine basic functions of computer word processing skills.
- Competency 6:** The student will execute other academic writing tasks such as: short answer responses to test questions calling for higher order thinking skills, simple summaries, extended definitions, written records of observations, and e-mail.

**Miami Dade College Student Learning Outcomes**

As graduates of Miami Dade College, students will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.