COURSE INFORMATION FORM

DISCIPLINE ESL

COURSE TITLE Novice I: Composition

CR.HR 3 LECT HR. 3 LAB HR. CLIN/INTERN HR. CLOCK HR.

CATALOG DESCRIPTION
The study and practice of basic sentence structure and completion of simple standard forms in writing using survival level vocabulary.

PREREQUISITES
Appropriate ESL placement test score

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student will be able to

1. Write the alphabet
2. Identify simple fixed expressions and limited memorized material
3. Produce names, numbers, dates, own nationality, and other simple personal information
4. produce information on simple forms and documents
5. Employ capitalization of level appropriate vocabulary (names, months, days, etc.)
6. Apply punctuation for simple sentences (periods, question marks, basic comma use for lists)
7. Produce simple sentences in writing
8. Use correct spelling for words within thematic vocabulary units
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

- Tests and quizzes (outcomes 2, 3, 4, 8)
- In and out of class assignments (outcomes 1-8)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introductory Skills
   A. Alphabet
   B. Numbers
   C. Countries

II. Basic Mechanics
   A. Capitalization
   B. Punctuation

III. Filling out forms

IV. Writing about yourself

V. Writing about your day
   A. Chronological organization
   B. Action verbs

VI. Writing about your family

VII. Writing about habits

VIII. Writing about people and locations
   A. Adverbs of location
   B. Simple present tense
      1. Statements
      2. Negatives
      3. Questions

IX. Writing about the present

X. Writing about places

XI. Writing a description