

INTRODUCTION TO BASIC WRITING (ENA/G 099)

1. **Welcome to Basic Writing.** This course will enable you to write fluent essays of at least 300 words and is designed to prepare you for college level writing. During the term you will learn how to generate ideas for writing through discussion based upon readings and other material. To improve your writing skills during the term you will write a minimum of 8 essays, at least 4 of which will be in-class essays. You will also write a diagnostic essay and an Exit Exam. In addition, your instructor may ask you to write paragraphs, reading logs or journals to help you develop as a writer. This course will also reinforce your knowledge of edited American English. **PLEASE KEEP ALL YOUR ESSAYS.**
2. Your teacher will assign books and materials that you must purchase. Your teacher will give you a syllabus, which will explain appropriate classroom behavior, class-learning activities, and how your course grade will be determined.
3. During the first week of class you will write a diagnostic essay. Your teacher will read and comment on but not grade this essay to help you become aware of your strengths and weaknesses.
4. Writing is a process and this course will give you experience in this process. Thus, you will become familiar with process-based writing, including pre-writing, drafting, revising, editing, and reflecting. This course will familiarize you with essay structure and modes of argumentation, including thesis statement and development. You will be introduced to the concept of textual response and reading and writing process as a critical thinking process. This course will also introduce the rhetorical context through the concepts of voice, audience, and purpose.
5. Writers learn from feedback. Thus, your teacher and your peers will respond to your writing. This assessment will help you become aware of your strengths and weaknesses, guide you in the revision process and ultimately help you pass the departmental Exit Exam. You will be provided with significant opportunities for revision, revising your essays based upon evaluation and comments of your instructor and classmates.
6. Class attendance is required. Department policy allows no more than 6 hours of unexcused absences in ENA 099 and no more than 4 hours of unexcused absences in ENG 099. It is very important that you come to class on time. Students who do not meet the English Department's attendance policy will not be permitted to take the ACT exam.
7. The WRITING CENTER (E111) is a service that provides free tutoring in writing. You are encouraged to use it to help you revise your essays, to practice your writing and to work on areas that are giving you problems. Your instructor may require you to attend the Writing Center on a regular basis.
8. The ENL lab is an important extension of all the work you do in this class. Regularly attending ENL lab is required for passing the class.
9. The Exit Exam, a two-period, in-class essay that you take at the end of the term, is the major way of determining whether you pass the course. This exam is designed to assess your readiness for college-level composition. Your instructor does not grade the Exit Exam but will read your exam.
10. If you do not pass the Exit Exam, your instructor may request an appeal with one of the Co-Directors of Composition or the Deputy Chair of the Department of English if you have written at

least two clearly passing unrevised Exit type in-class essays. That decision is final. Your teacher will explain to you which grade you have received. If you do not pass the course you will receive an R or F grade. You may receive an R grade twice. There are no “incomplete” (“I”) grades given in ENA/G 099. If you fail ENA/G 099 but pass the writing ACT test, your grade for the Basic Writing course will be converted to a D.

11. You will be required to take and pass the CUNY ACT exam. You will be provided with test taking strategies to prepare for and practice essay-based, timed, high-stakes writing. This course will enable you to apply essay-writing skills in a variety of in-class, timed writing situations, including the CUNY ACT. A passing reading and writing ACT result qualifies you to move forward into college composition (ENG 101) courses. Students who do not complete course assignments and who do not meet the English Department’s attendance policy will not be permitted to take the ACT exam.

Your Basic Writing instructor (ENA/G) will:

1. Enable students to write fluent essays of at least 300 words.
2. Familiarize students with process-based writing, including pre-writing, drafting, revising, editing, and reflecting.
3. Provide students with test-taking strategies to prepare for and take essay-based, timed and high stakes writing.
4. Familiarize students with modes of argumentation including thesis statement and development.
5. Introduce the rhetorical context through concepts of voice, audience, and purpose.
6. Familiarize students with essay structure.
7. Introduce the concept of textual response.
8. Introduce the writing process as a critical thinking process.
9. Reinforce students’ knowledge of edited American English.
10. Provide students with significant opportunities for revision.
11. Enable students to apply essay writing skills in a variety of in-class, timed writing situations, including the CUNY ACT.

At the end of this course, you will:

1. Write essays of at least 300 words.
2. Demonstrate success with writing as a process by using pre-writing, drafting, revising, editing, and reflecting.
3. Prepare for and take essay-based, timed and high-stakes writing.
4. Apply argumentation strategies to both the form and content of the essay.
5. Write essays demonstrating an understanding of the rhetorical context including the concepts of voice, audience, and purpose.
6. Write essays with an introduction, body and conclusion.
7. Draw upon textual references as one strategy for development in an essay.
8. Prepare essays that demonstrate critical thinking skills.
9. Identify and correct grammatical and stylistic errors.
10. Revise essays effectively.
11. Write effective essays in a variety of in-class, timed writing situations, including the CUNY ACT.

We hope you have an enjoyable and intellectually stimulating experience in this course.