

**Carleton University**  
**Winter 2020**  
**Department of English**

**ENGL 1008 B: English Grammar: Fundamentals**  
**Prerequisites: None**  
**Preclusions: None**

**Wednesdays & Fridays / 16:05-17:25**  
**Location: Mackenzie Building 4499**  
*Please confirm location on Carleton Central*

**Instructor: Hisham Al Khatib**  
**Email: [hisham.alkhatib@carleton.ca](mailto:hisham.alkhatib@carleton.ca)**  
**Office: Dunton Tower 1908**  
**Office Hours: Fridays / 14:30 – 1600 (by appointment)**

**Course description:** This course is designed to introduce students to the fundamental tools and concepts of the English language. It helps them improve their understanding of grammar for their own writing and reading. While it can be argued that adequate grammar knowledge will not make students better writers, it will certainly make them more effective writers. The objective of this course is to bring them to a better understanding of sentence constituents and sentence structures. Knowing about grammar enables students to craft a piece of writing effectively and meaningfully; it allows them to understand word placement (syntax) and word/idea meanings (semantics), as well as generate words in coherent sentences in order to form clear paragraphs that successfully convey their meaning. Toward the end of the term, I am dedicating a full week on punctuation and capitalization to help students enrich their writing because correct use of punctuation clears up ambiguity and clarifies meaning. This is not an ESL (English as a Second Language) course, and therefore, it requires prior and sufficient knowledge of English to discuss sentence constituents and structures.

**Required text** (Supplementary material will be available on CuLearn):

O'Dwyer, Bernard. *Modern English Structures: Form, Function, and Position*. 2<sup>nd</sup> Edition.  
Peterborough, Ont.: Broadview Press, 2006. (*Available at the campus Bookstore*)

**Learning Outcomes:**

After studying this course, you will be able to:

- Grasp the grammatical constituents of the English language (morpheme, word, phrase, clause, sentence) and understand their form, function, and position.
- Understand the various forms of words (regular, irregular, transitive, intransitive, and inflected).
- Identify the grammatical functions of the English language (moods, voices, modifiers, and connectors).
- Comfortably use different sentence structures (compound, complex, and compound-complex) and types (declarative, imperative, interrogative, and exclamatory).

- Use precise grammatical terminologies
- Avoid common mistakes in grammar
- Effectively use punctuations in writing

<b>Evaluation:</b> Exercises Portfolio (See class schedule below for dates):	20% (8 x 2.5%)
Quizzes (See class schedule below for dates):	20% (2 x 10%)
Midterm Exam (Date: February 26 <sup>th</sup> ):	25%
Final Exam (Date: Consult Exam Schedule):	35%

In order to pass the course, not only do you need to achieve a passing grade, but also you need to submit the requested assignments and sit for all quizzes and exams (Midterm and Final).

### Tentative Course Schedule

(Subject to change via CuLearn or in-class announcement)

Date	Topic	Reading from <i>MES</i> (to be completed before class)	Evaluation Element
January 8 <sup>th</sup>	Course Overview Intro to Language & Grammar	Introduction	
January 10 <sup>th</sup>	Morphemes	Chapter One	
January 15 <sup>th</sup>	Form: Nouns and Verbs	Chapter Two	Exercise One
January 17 <sup>th</sup>	Form: Adjectives and Adverbs	Chapter Two	
January 22 <sup>nd</sup>	Form: Pro and Determiners	Chapter Three	Exercise Two
January 24 <sup>th</sup>	Form: Aux, Prep, Conj	Chapter Three	
January 29 <sup>th</sup>	<b>QUIZ</b>	<b>ONE</b>	Exercise Three
January 31 <sup>st</sup>	Form: Phrases	Chapter Four	
February 5 <sup>th</sup>	Form: Phrases ( <i>continues</i> )	Chapter Four	
February 7 <sup>th</sup>	Form: Clauses	Chapter Five	Exercise Four
February 12 <sup>th</sup>	Form: Clauses ( <i>continues</i> )	Chapter Five	
February 14 <sup>th</sup>	<b>EXAM</b>	<b>REVIEW</b>	Exercise Five
February 19 <sup>th</sup>	READING	WEEK	NO CLASS
February 21 <sup>st</sup>	READING	WEEK	NO CLASS
February 26 <sup>th</sup>	<b>MIDTERM</b>	<b>EXAM</b>	<b>TODAY</b>
February 28 <sup>th</sup>	Major Functions	Chapter Six	
March 4 <sup>th</sup>	Major Functions ( <i>continues</i> )	Chapter Six	
March 6 <sup>th</sup>	Minor Functions	Chapter Seven	Exercise Six
March 11 <sup>th</sup>	Minor Functions ( <i>continues</i> )	Chapter Seven	

March 13 <sup>th</sup>	<b>QUIZ</b>	<b>TWO</b>	Exercise Seven
March 18 <sup>th</sup>	Grammatical Positions	Chapter Nine	
March 20 <sup>th</sup>	Grammatical Positions ( <i>con</i> )	Chapter Nine	
March 25 <sup>th</sup>	Sentence Syntax	Chapter Ten	Exercise Eight
March 27 <sup>th</sup>	Punctuation and Capitalization	Material will be posted on CuLearn	Exercise Nine
April 1 <sup>st</sup>	Punctuation and Capitalization ( <i>continues</i> )	Material will be posted on CuLearn	
April 3 <sup>rd</sup>	<b>EXAM</b>	<b>REVIEW</b>	Exercise Ten

**Note:** I have assigned ten exercises as take-home assignments, but you are only requested to do **eight** of them.

### Course Regulations:

**Grades:** All grades, including assignment grades, will be posted on CuLearn. **In accordance with the grading system of Carleton University**, the letter grades assigned in this course will have the following equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A- = 80-84	B- = 70-72	C- = 60-62	D- = 50-52
F = Less than 50	WDN = Withdrawn	ABS = Absent from final exam	FND = Failed, with no deferred exam allowed

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

**Late assignments:** NO late assignment or exercise will be accepted NOR make-up quiz/exam be offered after their assigned date. A grade of zero will be recorded for late or missing assignments. Take-home assignments will be posted on CuLearn for each week. You need to print them off and write your answers on the same sheet. Submission should be hard copy in class.

**Attendance & Participation Policy:** While attendance is not graded, regular attendance at lectures is **EXPECTED**. If you miss a class, you will lose points for not submitting assignments in class and miss an entire lecture that could be important to understand other chapters. Lecture notes or synopses will not be provided to students missing class—it is your responsibility to make up for any missed work. **Active participation is expected, individually and in groups.**

**Communication:** You can contact me through email if you have any questions or concerns about an assignment or lecture. Please use your university email account and make sure you

indicate your concern in the subject line of your email. If you feel that you need to meet me in person, please send me an email to book an appointment during my office hours.

**Classroom Etiquette:** Electronic devices (laptops, ipads, cellphones, etc.) should only be used for an academic purpose during lecture, i.e. note-taking, and not for texting or surfing Facebook and other social media.

### **Plagiarism**

The University Senate defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.

Plagiarism is a form of intellectual theft. It is a serious offence that cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include failure of the assignment, failure of the entire course, or suspension from a program. For more information on this policy please go to: <https://carleton.ca/registrar/academic-integrity/>

### **Academic Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

#### **Pregnancy obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: <https://carleton.ca/equity/contact/form-pregnancy-accommodation/>

#### **Religious obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

For more details, visit the Equity Services website:

<https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the Paul Menton Centre Website: [carleton.ca/pmc](http://carleton.ca/pmc)

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/focus/sexual-violence-prevention-survivor-support/>

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](http://students.carleton.ca/course-outline)