

Adult Basic Education
English Language Arts

English 2101B

Study Guide

Prerequisites: English 1101A, 1101B, 1101C

Credit Value: 1

Degree and Technical Profile/Business-Related College Profile Required English Courses

English 1101A

English 1101B

English 1101C

English 2101A

English 2101B

English 2101C

English 3101A

English 3101B

English 3101C

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Texts: **Anthologies:**

Echoes 11
Echoes 11 CD Set
Land, Sea, and Time, Book Two

Reference Books:

Reference Points
Communicate!
Canadian Students' Guide to Language, Literature and Media

To the Student

The following questions and answers should help you use this Study Guide.

Who should do English 2101B?

English 2101B is intended for those who are studying in the **Degree and Technical Profile** or **the Business-Related College Profile** of Adult Basic Education.

What is in the English 2101B Study Guide?

The *English 2101B Study Guide* describes all the work that is required for the completion of this course. There are 3 separate Units in this course - they are listed in the Table of Contents above (page 2).

How Should I Use the Study Guide?

Before beginning to do the work in this *Study Guide*, you will need to talk to your instructor about the course and the resources you will need to complete the work for the course.

The *Study Guide* provides important information and guidance which you will need to complete *English 2101B*. You should **work through the *Study Guide* page by page**, consulting with your instructor as you go.

How is the Study Guide organized?

The Study Guide is organized in two columns, as follows:

Required Work	Guidelines and Suggestions
<p>This column provides a numbered list of all the work you are required to do for the course.</p> <p>You should note that there are 3 separate Units in the course and the Required Work for each Unit starts with the number 1.</p>	<p>This column gives you important information and guidelines to help you complete the Required Work in the left-hand column. You should always read this column <i>before</i> beginning the Required Work.</p>

Important Note

This *Study Guide* is intended to make it possible for you to work independently in the Adult Basic Education class. If you use the *Guide* correctly, you may be able to work on your own for certain periods of time. You should always make sure that your instructor is aware of what you are doing, however, and you should feel free to ask your instructor for help and guidance at all times.

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Reading Non-Fiction</p> <p>In preparation for reading, speaking and writing about various types of non-fiction, you should read the following pages and do the exercises indicated:</p> <p>1. Read “Analyzing and Responding to Personal Writing”, <i>Guide to Language, Literature and Media</i> (Pages 153-171). Following the reading of the entire section, complete these exercises:</p>	<p>Pages 153-171 will give you an idea of the types of non-fiction writing which people create for their own use or to communicate their own personal experiences. These types include personal narratives, diaries and journals, letters, memoirs and autobiographies.</p>
<p>1.1 Answer questions on the personal essay, “pie-in-the-sky-guy” (Page 155)</p>	<p>The reading material defines each type of personal writing and gives examples of several types. It also provides guidelines to help you better understand the content and to better appreciate the different forms. You may need to discuss the material with your instructor before moving on to the exercises.</p>
<p>1.2 Answer questions on the letter (Page 171)</p>	<p>Although the “pie-in-the-sky-guy” essay is at the beginning of the reading section, you should read the whole section before answering the questions. You should also re-read this particular essay before answering the questions.</p> <p>Your answers to these questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no errors in grammar, punctuation, or spelling.</p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Reading Non-Fiction (continued)</p> <p>2. Read “Analyzing and Responding to Essays”, <i>Guide to Language, Literature and Media</i> (Pages 114-138).</p>	<p>Essays are one of the most common types of non-fiction writing. Pages 114-138 provide you with information and guidance to help you read essays, including:</p> <ul style="list-style-type: none">• Why essays are written• Structure of essays (introduction, body, conclusion)• Categories of essay (formal and informal)• Types of essays (expository, narrative, argumentative/persuasive)• Style of essays
<p>2.1 Following the reading of the entire section, answer the questions on the essay, “books a dying art? don’t believe it” (Page 117).</p>	<p>Although this essay (“books a dying art? don’t believe it”) is at the beginning of the reading section, you should read the whole section before answering the questions. You should also re-read this particular essay before answering the questions.</p>
<p>Reading and Responding to Non-Fiction</p> <p>3. Select and read one short non-fiction text from Unit 4 of <i>Echoes 11, Personal Writing</i>.</p> <p>3.1. Answer questions on Meaning and Form and Style under the Responding section for the text you have selected.</p>	<p>From Unit 4 of <i>Echoes 11</i>, your possible selections include the following types: memoir, diary/journal and letter. You should skim the whole unit before making a selection based on personal interest.</p> <p>Your instructor may assign you other questions on the text you have selected in addition to the ones in the Responding section of your selection. Your answers to all questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation or spelling errors.</p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
Reading and Responding to Non-Fiction <i>(continued)</i>	
4. Select and read one short non-fiction text from Unit 5 of <i>Echoes 11</i> , Essays .	From Unit 5 of <i>Echoes 11</i> , you may select any of the different types of essays: argumentative/persuasive, expository or narrative. You should skim the whole unit before making a selection based on personal interest.
4.1 Answer questions on Meaning and Form and Style under the Responding section for the text you have selected.	Your instructor may assign you other questions on the text you have selected in addition to the ones in the Responding section of your selection. Your answers to all questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation or spelling errors.
5. Select and read one short non-fiction text from Unit 6 of <i>Echoes 12</i> , Non-Fiction .	From Unit 6 of <i>Echoes 11</i> , you may select from a wide range of short non-fiction, including the following types; travel writing, opinion piece, oral text (speech), review, magazine article, technical writing. You should skim the whole unit before making a selection based on personal interest.
5.1 Answer questions on Meaning and Form and Style under the Responding section for the text you have selected.	Your instructor may assign you other questions on the text you have selected in addition to the ones in the Responding section of your selection. Your answers to all questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation or spelling errors.

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Reading and Responding to Non-Fiction <i>(continued)</i></p> <p>6. Select and read at least one short non-fiction texts from <i>Land, Sea and Time, Book Two</i>.</p> <p><i>(Continued on following page)</i></p>	<p>The <i>Land, Sea and Time</i> books provide a number of short non-fiction texts, many of which are about the Newfoundland and Labrador heritage and culture. You should skim the whole of <i>Book Two</i> to find a non-fiction texts that is of interest or special significance to you. You will need to decide whether a particular text is fiction or non-fiction before making your selection, since the <i>Land, Sea and Time</i> books are not organized by genre. Some types of non-fiction text included in <i>Land, Sea and Time, Book Two</i> are essays, interviews, speeches, photo essays, documentary scripts, and personal documents such as wills. Some possible choices are:</p> <p>Expository Essays</p> <ul style="list-style-type: none">• “But Who Cares Now?” Excerpt from <i>The Tragedy of the Ocean Ranger</i> by Douglas House (Pages 62-63)• “Humour: Form and Functions” by Herbert Lench Pottle (Pages 77-84) <p>Artists’ Statements</p> <ul style="list-style-type: none">• “King’s Point Pottery” by Linda Yates and David Hayashida (Pages 62-63)• “Patterson Woodworking” by Mike Paterson (Pages 116-117) <p>Interview</p> <ul style="list-style-type: none">• “Interview with Grant Boland” by Shannon M. Lewis (Pages 148-151) <p>Wills (Pages 258-263)</p> <p><i>You may ask your instructor for guidance with your selection.</i></p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Short Non-Fiction from <i>Land, Sea and Time, Book Two</i> (continued)</p>	<p>You should read your selection at least twice to help you better understand all the different elements of the various types of non-fiction you have selected. If there is a visual related to the reading selection, you should examine it closely as well.</p>
6.1 Answer questions, assigned by your instructor, on the selected text.	Your answers to all questions should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no grammar, punctuation, or spelling errors.

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Print Advertising</p> <p>7. In preparation for viewing and analyzing print advertisements, you should study pages 277-278 of <i>Guide to Language, Literature and Media</i>, “Visual Media”.</p>	<p>Pages 277-278 provide guidance for viewing and analyzing visual media in general and print advertising in particular. It also provides a sample ad with an explanation of the various techniques which advertisers use to persuade the viewer/consumer. This reading will help you analyze ads and become a more critical viewer/consumer.</p>
<p>View, Analyze and Write</p> <p>8. View the advertisements on pages 484-488 of <i>Echoes 11</i>.</p> <p>8.1 Answer questions 1-4 on page 489.</p>	<p>The ads on pages 484-488 include a public service poster on the dangers of smoking, two consumer ads (breakfast cereal and vehicle), and a cd cover. As you view the ads, you should refer back to pages 277-278 of <i>Guide to Language, Literature and Media</i> and use the guidelines provided on those pages to help you analyze these ads.</p> <p>Question 1(b) on page 489 requires that you analyze these ads in a small group. You should consult your instructor before answering this question.</p>

Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p>Select, View and Analyze</p> <p>9. Select an advertisement from a magazine, newspaper or other printed source.</p>	<p>You may select an ad from any current newspaper or magazine or from any other printed source you may choose. You should select an ad based on personal interest and you should try and select one which would lend itself well to a close analysis. This would be an ad which has many obvious features like those you have read about.</p>
<p>Write</p> <p>9.1 Write a short evaluation of the ad you have selected. Include a copy of the ad with your evaluation.</p>	<p>Your evaluation should describe the ad in general terms (people, setting, action, etc.) and answer the following questions:</p> <ul style="list-style-type: none">•What is the product or service being promoted?•What is the target audience?•What are the needs or desires being appealed to?•What kinds of images or techniques are used to persuade the viewer (for example, to convey excitement, social status, improved health, etc.)?•Does the ad hold your interest and keep you interested? If so, how does it do this?•Are there “buzzwords” used in the ad (For example, <i>free, easy, safe, new and improved</i>)?•Are there hidden messages in the ad?•Does the ad play on insecurities or stereotypes?•Do you think the ad is misleading in any way?

Unit 2 Non-Fiction Book and Related Writing

Required Work	Suggestions and Guidelines
<p>Suggested Review</p> <p>The reading material which you did in preparation for reading and analyzing short non-fiction texts (<i>Guide to Language, Literature and Media</i>, pages 114-138 and pages 153-170) will also be useful to you in reading and analyzing the non-fiction book. It would be a good idea if you reviewed this material before you begin reading the book.</p>	
<p>Select, Read and Discuss</p> <ol style="list-style-type: none">1. Select and read a non-fiction book from the list provided by your instructor.	<p>You should select a book based on personal interest. In order to make a selection from the list of books provided, you should do some research. You should start by reading any information available with the book (reviews or comments on the cover of the book, the preface, the introduction, etc.). You may also find a synopsis or a book review in the library or on the Internet—or you may find out about the book by talking to others who have read it.</p> <p>You may also choose to read a few pages from more than one book before making your final choice.</p> <p>If there are others reading the book at the same time as you are, you may be required to participate in a group discussion. If not, you may discuss the book with your instructor.</p>
<p>Write</p> <ol style="list-style-type: none">2. Answer questions on the book. These will be provided by your instructor.	<p>Your answers to questions on the book should be written in short essay style. You should support your answers by referring to the book. You should edit each answer to ensure that there are no grammar, punctuation, or spelling errors.</p>

Unit 2 Non-Fiction Book and Related Writing

Required Work	Guidelines and Suggestions
<p>Extend Your Understanding</p> <p>3. Identify the subject or issue that is the main focus of the book you have read. Find one or more “texts” related to this subject or issue. In this case, “text” may mean any source of information. For example, you may choose a newspaper or magazine article, another book or excerpt from a book, a movie or a documentary film, a community resource, or an Internet resource.</p> <p>3.1 Analyze the “text” you selected (article, book, movie, film, Internet resource, etc.).</p>	<p>Most non-fiction books are written about a particular subject or issue. For example, <i>Night</i>, by Elie Wiesel is about a young Jewish boy’s experience in a concentration camp during World War II. The main issue raised by this book is anti-Semitism/genocide. There are other books written about this subject. There are also magazine articles and numerous Internet sites on the subject of the Holocaust. There are also many documentaries and movies which would be available.</p> <p>Whatever book you read, you will find a variety of sources of additional information on the subject or issue.</p> <p>In analyzing the other “text” you have selected, you should note the following:</p> <ul style="list-style-type: none">•What type of “text” is it?•Is it fiction or non-fiction?•When was it published (or released, in the case of a movie or film) ?•Who created it?•Does it have the same perspective on the subject or issue as the book you read?•If it does not have the same perspective, how does it differ?•How does it compare to the book? Does it give you more (or less) information on the subject?

Unit 2 Non-Fiction Book and Related Writing

Required Work	Guidelines and Suggestions
<p>Write</p> <p>4. Write a short essay (500 words - approximately 2 typewritten pages, double-spaced) on the subject or issue.</p> <p>4.1 Use word processing software to type the final draft of your essay.</p>	<p>Your essay may do any of the following:</p> <ul style="list-style-type: none">• It may be a comparison of the way the subject or issue is addressed in the book and the other “text” you chose.• It may extend on the information provided in the book. For example, if you had read <i>Night</i>, you might choose to provide more background on the Nazi regime.• It may focus on one specific element of the subject or issue and elaborate on it. For example, if you had read <i>Night</i>, you might choose to look at other examples of genocide in the world.• It may be a personal reaction to the issue, using both texts as references. <p>Write at least two rough drafts of your essay revising for meaning and clarity. You may choose to use word processing for all drafts. Discuss your work with your instructor as you revise and make changes. Edit and proofread your essay to correct errors in spelling, grammar and punctuation.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Learning About Memos and E-mail</p> <p>1. In preparation for writing memos and e-mail messages, you should study the following material on memos and e-mails:</p> <ul style="list-style-type: none">• “Memos and E-Mail Messages” (pages 300-302, <i>Reference Points 11/12</i>)• “Other Types of Business Writing” (pages 196-199, <i>Communicate!</i>)	<p>You should discuss the material you are reading with your instructor before you begin to write memos and e-mail messages.</p>
<p>Write Memos</p> <p>2. Write at least 2 memos based on information provided by your instructor.</p> <p>2.1 Use word processing software for the final presentation of the memos.</p>	<p>You should follow the format for memos on page 301 of <i>Reference Points 11/12</i>.</p> <p>You should edit and proofread your memos through several drafts. Discuss each draft with your instructor.</p>
<p>Write E-mails</p> <p>3. Write a minimum of four e-mail messages based on personal need or interest.</p>	<p>You should follow the format for e-mail messages on page 199 of <i>Communicate!</i>. You should print the e-mail messages for evaluation by your instructor.</p> <p><i>You should use the Checklist provided on page 199 of Communicate! for your e-mail messages and memos.</i></p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Learning About Writing Formal Letters</p> <p>4. In preparation for writing formal letters, you should study pages 187-193 of <i>Communicate!</i>, “Communicating in the Business Setting”.</p>	<p>You should discuss the material you are reading with your instructor before you begin your letter writing assignment.</p>
<p>Write Letters of Complaint</p> <p>4.1 Write at least 2 letters of complaint based on personal interest or need or on a subject assigned by the instructor.</p> <p>4.1 Use word processing software for the final presentation of your letters.</p>	<p>Your letters of complaint should follow the format on page 191 of <i>Communicate!</i></p> <p>Note: Your memos, e-mail messages and letters will be assessed for content as well as format, so you should take care with language and tone and ensure that your spelling, grammar and punctuation are accurate.</p>
<p>Writing Conventions</p> <p>5. Review the use of the following punctuation marks:</p> <ul style="list-style-type: none">•comma•apostrophe•quotation marks <p>5.1 Complete practice exercises on punctuation, as assigned by your instructor.</p>	<p>Your instructor will provide you with information about each element of Writing Conventions (Required Work 5) to be studied in this Unit. You should be sure that you understand how each of the elements studied relates to your own writing.</p> <p>Your instructor will give you practice exercises for 5.1. Your performance on the practice exercises will be counted for a small part of your mark for this course. More weight will be given to your ability to demonstrate that you have understood these Writing Conventions by using them correctly in your essays and compositions, answers to questions on literature, and formal correspondence.</p>