

Adult Basic Education  
English Language Arts

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## English 2101C

# Study Guide

**Prerequisites:** English 1101A, 1101B and 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*, Oxford University Press  
                    *Echoes 11* CD Set  
                    *Collected Searchlights and Other Plays*

**Reference Books:**  
                    *Reference Points 11/12*  
                    *Canadian Students' Guide to Language, Literature, and Media Communicate!*



## To the Student

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

### ***Who should do English 2101C?***

English 2101C 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 2101C Study Guide?***

The *English 2101C 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 2101C*. 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 <b>Required Work</b> for each Unit starts with the number 1.</p>	<p>This column gives you important information and guidelines to help you complete the <b>Required Work</b> in the left-hand column.</p> <p>You should always read this column <i>before</i> beginning the <b>Required Work</b>.</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 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Drama</b></p> <p>1. In preparation for reading and analyzing drama, you should study pages 70-104 of <i>Guide to Language, Literature, and Media</i> “Drama”.</p> <p>1.1 Answer questions 1 - 4 on page 75.</p> <p>1.2 Answer questions 1 - 5 on page 104.</p> <p><b>Glossary of Literary Terms</b></p> <p>2. Review your personal glossary of literary terms (drama) and add the following terms:</p> <ul style="list-style-type: none"><li>•tragedy</li><li>•comedy</li><li>•satire</li><li>•melodrama</li><li>•asides</li><li>•dramatic irony</li></ul>	<p>This reading provides an overview of elements and types of drama. It also includes excerpts from several plays which illustrate these elements and types and which help you become a more critical reader of drama.</p> <p>As you read the excerpts, you should carefully read the notes in the margins. These help you understand the techniques which the playwright uses and, in some cases, they fill in the background for the excerpt.</p> <p>These terms are all explained in the assigned study material from <i>Guide to Language, Literature, and Media</i>.</p> <p>You may find it helpful to discuss the terms with your instructor before going on to reading and analyzing plays for this course.</p> <p>Remember that you are not expected to memorize definitions but, rather, to use your knowledge of the terms in understanding and analyzing drama.</p>

## Unit 1 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Listen</b></p> <p>3. Listen to the recorded radio play, “One Ocean”, by Betty Quan on the <i>Echoes 11</i> CD (Track 12).</p>	<p>The play, “One Ocean”, was written to be performed for radio broadcast. Radio plays are different from stage plays in that there is no visual aspect to the play, except in the imagination of the listener. Apart from dialogue, the only other element of a radio play is <i>sound effects</i>. It is the sound which gives the listener the information needed to visualize what is happening.</p>
<p><b>Read and Discuss</b></p> <p>4. Read the radio play, “One Ocean”, by Betty Quan in <i>Echoes 11</i>, pages 182-187.</p> <p>4.1 Discuss “One Ocean” with your instructor or in a small group organized by your instructor.</p>	<p>You should pay particular attention to the sound effects as you listen. You should also listen very carefully to the dialogue. Accents, tone of voice, and changes in tone and loudness are all ways in which the actors get the story across in a radio play.</p> <p>If you read the play as you listen, you will see where reference is made to sound effects and you will hear those sound effects on the recording.</p>
<p><b>Write</b></p> <p>5. Answer questions 1 - 4 on page 188.</p>	<p>If there are others doing this play at the same time, you may listen and discuss in a small group. If you are doing the play alone, you may discuss it with your instructor.</p> <p>You should read the play at least twice before answering the questions. This will help you to better understand the full meaning of the play and to find details that support your answers.</p> <p>Your answers to all questions on the plays should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no mistakes in grammar, punctuation or spelling.</p>

## Unit 1 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Short Play - Read and Write</b></p> <p>6. Read the complete play, “Salt-Water Moon”, by David French.</p>	<p>The <i>Echoes 11</i> anthology has only an excerpt from this play. Your instructor will provide you with a copy of the complete play, which you will be able to keep for yourself and use to make notes on if you wish.</p> <p>Unlike the radio play, “One Ocean”, which you have just listened to and read, there is a considerable amount of description of the stage and the characters in “Salt-Water Moon”. Whereas a radio play requires you to imagine what the characters look like and what the setting looks like, a stage play spells this out in detail. This is intended for the people who put the play on the stage and the actors who act in the play. However, if you are reading a play, it is very important for you to pay close attention to the descriptions.</p> <p>From listening to the radio play, you will realize that a play is intended to be brought to life in order to be fully appreciated. When you are listening to “One Ocean”, the accents of the actors let you know that they are Chinese; they also suggest an exotic atmosphere and setting. You might not get this from simply reading the play.</p> <p>As you read “Salt-Water Moon”, you will note that the characters speak with a Newfoundland accent. You should try and imagine their voices as you read. If there is somebody else reading this play at the same time, you may want to get together and practice reading the dialogue of one of the characters aloud.</p>

## Unit 1 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Short Play - Read and Write (continued)</b></p> <p>6.1 Answer questions 1, 2 and 4 on the play, “Salt-Water Moon” (Page 151, <i>Echoes 11</i>).</p>	<p>You should read the play at least twice before answering the questions. This will help you to better understand the full meaning of the play and to find details that support your answers.</p> <p>Your answers to all questions on the plays should be written in short essay style. You should edit each answer to ensure that it is coherent and that there are no mistakes in grammar, punctuation or spelling.</p>
<p><b>Longer Play - Read and Write</b></p> <p>7. Select and read one longer play from a list of plays provided by your instructor.</p>	<p>You should select a play based on personal interest. In order to make a selection from the list provided by your instructor, you should find out what you can about each of the available plays. There may be information provided with the play (reviews or comments on the cover, preface, introduction, etc.). You may also find a review in the library or on the Internet, or you may find out about the play by talking to others who have read it.</p>
7.1 Answer questions, assigned by your instructor, on the selected play.	You should read the play at least twice before answering the questions. Your answers should be written in short essay style and revised for coherence and accuracy.

## Unit 1 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Visualizing a Stage Set</b></p> <p>8. Sketch a stage set for a scene selected from one of the plays you have read.</p>	<p>Your instructor will provide you with guidelines and assistance for sketching a stage set for a scene.</p> <p>You should locate and label on your page the position of entrances, exits, furnishings, and any props required for the scene you have selected, as described in the stage directions given in the play. You are not required to do any drawing for this exercise, though you may draw the set if you wish.</p>



## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Reading Technical Writing</b></p> <p>1. In preparation for reading and writing reports and other technical and scientific texts, you should study pages 183-221 of <i>Guide to Language, Literature, and Media</i>, “Analyzing and Responding to Reports”.</p>	<p>Although this section of <i>Guide to Language, Literature, and Media</i> is called “Analyzing and Responding to Reports”, it provides important information and guidance on reading any type of scientific or technical material.</p> <p>There are five sample reports in these pages:</p> <ul style="list-style-type: none"><li>• “Sheltering the Deep: Exploring Canada’s Marine Protected Areas”</li><li>• “Struck by Lightning”</li><li>• “A Matter of Trust”</li><li>• “Halt! Who Goes There”</li><li>• “We Are Canadian”</li></ul> <p>You should read carefully through the whole assignment first, including each of the sample reports, to get a sense of the complete subject of technical writing. You will be required to <i>re-read</i> two of the sample reports and answer questions on them at a later stage. You will also be required to re-read other sections of this reading assignment for note-making and study.</p> <p>This method - reading the whole assignment first and <i>re-reading significant sections for closer study</i> - is the way that you should approach all scientific and technical material, including your Science textbooks and, in some cases, your Mathematics text as well.</p>

## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<p><b>Making Notes</b></p> <p>2. Following a complete reading of pages 183-221, make a set of clear and concise notes on the main informational points on reports in general. [See <b>Guidelines for Note-Making</b>, page 11 of the Study Guide]</p>	<p>After you have completed one full reading of pages 183-221, you should start at the beginning and read the material again, making a set of notes as you read. What you should try and achieve with this set of notes is a <b>general overview</b> of how to read and analyze different types of scientific and technical material. The five reports that are included in these pages are used as examples of types of scientific and technical writing. Each report illustrates different ways of presenting scientific and technical information. <b>The actual content of the reports should not be included in your notes.</b> However, you could take note of the different ways in which the sample reports present information.</p> <p>You should organize your notes into topics (main ideas) and subtopics (supporting information or details).</p> <p><b>Note:</b> <i>When you begin to make a set of notes for study and reference, you should have a very clear idea of why you are taking the notes. This will help you decide what is important for your notes and what is not.</i></p>

## Unit 2 Reports: Reading Scientific and Technical Writing

### Guidelines for Note Making

1. The notes you make for this assignment should be useful to you in all your reading of scientific and technical material. You should start with a fresh booklet, exercise book or binder, so that you can keep the notes for future reference. You may add other items to your notes as you complete this Unit.
2. You should label your notes clearly (subject, textbook, pages).
3. You will need to fully understand the material before you can decide what the points are that you should note. Your notes should include only main ideas and the significant details. However, they should be clear and thorough enough that you can read and understand your notes without referring back to the text.
4. Your notes should be numbered according to the topic and subtopics. You should note the page or pages that the notes on the main topic are taken from.
5. You should leave lots of space between notes in case you find other information which you may want to add later.
6. As far as possible, the notes should be written in your own words. You may paraphrase the author's words or you may take a paragraph of writing and jot the main information and ideas in point form.
7. Your notes should be concise, so that they make it easier for you to study the subject.
8. Your notes should be written neatly so that you can read and understand them without having to refer back to the text.

## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<p><b>Graphic Text</b></p> <p>3. Re-read and study closely pages 194-197.</p>	<p>Pages 194-197 describe the various types of visuals which you may find in reports or in any kind of scientific or technical writing. These include:</p> <ul style="list-style-type: none"><li>•<b>visual texts</b> which are another way of presenting information - for example, through charts, diagrams, illustrations and sidebars</li><li>•<b>type features or typography</b> - for example, font size, coloured type, bolding, and italics</li><li>•Other visuals which give you direction as you read are called “<b>signposts</b>” in this book. They include such things as headings and subheadings, bullets, and captions.</li></ul>

## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<b>Graphic Text (continued)</b>	
4. Using one of your Science or Mathematics textbook(s), locate the following:	
—4 different types of <b>visual texts</b> (illustrations, photographs, graphics, charts, diagrams, sidebars, and boxes)	You should choose only one book for this exercise.
—4 different types of <b>typography or type features</b> (font size, font type, bolding, underlining, italics, capitalization, colour, shading)	As you locate and identify each of the visual texts, type features and signposts, you should make note of the following:
—4 different types of <b>signposts</b> (headings, subheadings, bullets, arrows, boxes, rules, borders, loops, asterisks, captions)	<ol style="list-style-type: none"><li>1. Note the title of the book in which you have located the various features.</li><li>2. Note what feature you have found (i.e. illustration, bolded text, bullets).</li><li>3. Note the page number on which the feature is located.</li><li>4. Explain the role or function that the feature plays in helping you understand the information on the page.</li></ol>
<b>Form of Reports</b> 5. Re-read “Understanding Form”, pages 202-203 and study the report, “A Matter of Trust”, pages 204-207, noting the marginal notes on topic, introduction, body and conclusion.	This material provides information on how to structure a scientific report to include an introduction, a body and a conclusion. The sample report, “A Matter of Trust”, uses marginal notation to identify the introduction, the body and the conclusion. The notes also say what each part does in this report. This example will be useful to you as you structure your own assigned report for this Unit.

## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<p><b>Reading Strategies</b></p> <p>6. Re-read “Tips on Reading Reports”, page 191, and discuss it with your instructor.</p> <p>6.1 Make notes by re-writing “tips” in your own words</p> <p>6.2 Use notes to create a personal guide for use in reading in your other subject</p>	<p>You will have made some brief notes on this section already in your note making exercise (<b>Required Work 2</b>). For this exercise, you are required to re-write the reading “tips” in your own words for your own use in reading scientific and technical material in your other subject areas.</p>
<p><b>Re-Read, Analyze and Write</b></p> <p>7. Re-read the report, “Sheltering the Deep”, pages 184-190.</p> <p>7.1 Answer questions 1 - 5 on page 190</p> <p>8. Re-read the report, “We Are Canadian”, pages 216-220.</p> <p>8.1 Answer questions 1 - 6 on page 221.</p>	<p>As you re-read and analyze the two reports for <b>Required Work 7 and 8</b>, you should keep in mind these “tips” for reading.</p> <p>Your answers to these questions should be written in short essay style and proofread for accuracy.</p>
<p><b>Making Notes From a Textbook</b></p> <p>9. Using a textbook assignment from your Science course, make a set of notes that you would use to complete a written assignment on the material or study for a test.</p>	<p>Your instructor will provide you with a textbook assignment for this exercise. You should refer back to the <b>Guidelines for Note-Making</b> on page 11 in this Study Guide. If you are not currently studying a Science course, your instructor will give you other material from which you can make notes.</p>

## Unit 2 Reports: Reading Scientific and Technical Writing

Required Work	Guidelines and Suggestions
<p><b>Writing a Scientific/Technical Report</b></p> <p>10. Write a Science lab report.</p> <p><i>or</i></p> <p>Your instructor may assign other Science material on which you could write a technical/scientific report.</p> <p>10.1 Use word processing software for the production of the final draft of the report.</p>	<p>It is very important that your report is written in a format which is appropriate to the subject of the report and appropriate to scientific/technical writing.</p> <p>If you are writing a Science lab report, your instructor will provide you with the proper format.</p> <p>If you are doing another type of report, you may need guidance in choosing or developing an appropriate format.</p> <p>You will need to make appropriate use of <b>headings</b> and <b>subheadings</b> and any additional features that will help you explain the material you are presenting. For example, you may need to include a <b>chart</b> or <b>diagram</b>, a <b>map</b>, or a <b>drawing</b>. You might find <b>bullets</b> or <b>asterisks</b> useful to help you organize lists. You will need to use <b>bolding</b>, <b>underlining</b> or <b>italics</b> to draw attention to important parts of the report or important words. You may also choose to make some words larger.</p>



## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Writing Persuasive Essays</b></p> <ol style="list-style-type: none"><li data-bbox="176 445 780 629">1. In preparation for writing an essay, you should review <i>Reference Points</i>, Pages 60-67 (The Writing Process, Stages of the Writing Process, the Writing Product, Methods of Essay Development).</li><li data-bbox="176 783 731 861">2. Study pages 154-155 of <i>Communicate!</i>, “Model Essay #2: Persuasive Essay”.</li><li data-bbox="181 895 649 931">2.1 Complete question 1, page 156.</li></ol>	<p>You will have already studied these pages in preparation for writing your composition in English 2101A. A brief review of this material will help prepare you for the writing assignment in this Unit.</p> <p>Page 154 provides a clear explanation of what a <i>persuasive essay</i> involves. Page 155 provides an example of a persuasive essay where the writer argues that accidents relating to snow would not occur if people recognized the dangers and took preventive measures.</p> <p>Question 1 on page 156 requires you to analyze the essay in terms of :</p> <ul style="list-style-type: none"><li data-bbox="829 1079 1225 1115">•what the writer’s viewpoint is</li><li data-bbox="829 1121 1351 1199">•what arguments or evidence she uses to support her viewpoint</li><li data-bbox="829 1205 1188 1241">•what conclusion she draws</li></ul> <p>By studying this essay closely and analyzing it in terms of the above, you should be well prepared to take a point of view on a particular topic or issue and develop your own argument in the form of a persuasive essay.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Choosing a Topic For a Persuasive Essay</b></p> <p>3. Choose a topic or issue that you have an opinion about and that you feel you can make an argument for or against.</p>	<p>You should choose a topic or issue that you know something about. The issue should be something that people have different points of view on. Your objective in writing the essay is to persuade the reader to agree with your view on the issue. You will need to provide evidence to support your position. This may require some reading or research. You will need to be careful that your topic is not too complex to be addressed in a short essay. You should discuss your choice of topic with your instructor.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Writing a Persuasive Essay</b></p> <p>4. Write a short persuasive essay promoting your point of view. (500 words, 2 double-spaced pages)</p> <p>4.1 Use processing software for the completion of the final draft of your essay.</p>	<p>In writing your persuasive essay, you should follow these steps:</p> <ol style="list-style-type: none"><li>1. Decide the position that you are going to argue.</li><li>2. Write a clear statement of your position (thesis statement).</li><li>3. Create a plan for the body of the essay to include at least three paragraphs which provide evidence in support of your position. Each paragraph should present one supporting detail or reason. (Your plan could be in the form of a numbered outline or a thought web/idea map.)</li><li>4. Complete any necessary research to support your position.</li><li>5. Draft the body of your essay.</li><li>6. Write an effective conclusion.</li><li>7. Revise your essay for content. You should especially make sure that your position on the issue is clearly stated and that your arguments are logical and strongly support your position.</li><li>8. Proofread your essay to eliminate any errors in spelling, grammar and punctuation.</li></ol> <p><i>You should discuss each draft of your essay with your instructor.</i></p>

## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Writing Formal Letters</b></p> <p>5. Review <i>Reference Points 11/12</i>, Pages 303-307, “Letters - External Business Correspondence”.</p>	<p>You will have read these pages in preparation for writing formal letters in English 2101A. Reviewing it now will remind you of the correct format to use in your letter writing assignments in this Unit.</p>
<p><b>Writing Formal Letters</b></p> <p>6. Write at least two formal letters in the appropriate format. Your formal letters should include the following two types:</p> <p>6.1 A letter to accompany the return of a product to the manufacturer for repair or replacement under warranty</p>	<p>A letter returning merchandise to the manufacturer should:</p> <ul style="list-style-type: none"><li>• identify the product you are returning, including serial number if applicable</li><li>• state the nature of the problem</li><li>• state the date of purchase and the terms of the warranty</li><li>• state what you are requesting (i.e. repair, replacement, refund)</li></ul>
<p>(<i>Letter assignments continued on the following page</i>)</p>	<p>Your formal letters should be written in the full block style as set out on pages 304 and 305 of <i>Reference Points</i>.</p> <p>You should edit and proofread your letters through several drafts. Discuss each draft with your instructor. Your 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. You should use word processing to complete the final draft of each letter. If you use word processing for all drafts it will be easier to revise and edit.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Writing Formal Letters (continued)</b></p> <p>6.2 A letter of referral for a friend or a person who has worked for you</p> <p>6.3 Use word processing software to type the final draft of your letters.</p>	<p>A letter of referral is written to recommend somebody for a job. It may also be written for other reasons, including to recommend somebody for membership in an organization. A letter of referral is only written if someone requests you to do so. You would only write a letter of referral if you knew a person enough to be able to say that you believed that they could do the job or could be a responsible member of an organization.</p> <p>Before you begin to write a letter of referral, you will need to think of a situation where you might be asked by somebody to write a letter of recommendation. Some possible scenarios might include:</p> <ul style="list-style-type: none"><li>•a friend who is applying to join an organization or a group to which you already belong</li><li>•a person who has worked as a baby sitter for you or who has worked for you in some other capacity (i.e, has painted your house, built a deck, etc.)</li><li>•a friend who is applying to work for an employer that you are currently working for or that you have worked for in the past</li></ul> <p>When you have selected a scenario, you will need to think about what characteristics or qualifications would be needed for the job or position and whether you would be able to say if your friend possessed these characteristics or qualifications.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Writing Conventions</b></p> <p>7. Examine <i>discriminatory language</i>.</p> <p>7.1 Complete practice exercises on using unbiased language, as assigned by your instructor</p> <p>.</p> <p>8. Examine <i>misplaced and dangling modifiers</i>.</p> <p>8.1 Complete practice exercises on misplaced and dangling modifiers, as assigned by your instructor.</p> <p>9. Examine the effective use of <i>adjectives and adverbs</i>.</p> <p>9.1 Complete practice exercises on the effective use of adjectives and adverbs, as assigned by your instructor.</p>	<p>Your instructor will provide you with information about each element of Writing Conventions (<b>Required Work 7 - 9</b>) 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 each of <b>7.1</b> to <b>9.1</b>. 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>