

Adult Basic Education

English Language Arts

English 3101A

Study Guide

Prerequisites: English 2101A, 2101B, 2101C

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

Table of Contents

To the Student	5
Unit 1	
Short Story and Related Writing	7
Unit 2	
Novel and Related Writing	11
Unit 3	
Written Communications and Writing Conventions	13

Anthologies:

Echoes 12
Echoes 12 CD Set
Land, Sea, and Time, Book Three

Reference Books

Reference Points 11/12
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 3101A?

English 3101A 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 3101A Study Guide?

The *English 3101A 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 3101A*. 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 to complete 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 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Short Stories</p> <p>1. In preparation for reading, speaking and writing about short stories, you should read pages 138-160 of <i>Reference Points 11/12</i>, “A Closer Look at Narrative Fiction”.</p> <p>Glossary of Literary Terms</p> <p>2. Review your personal glossary of literary terms (fiction) and add the following terms:</p> <ul style="list-style-type: none">2.1 mood2.2 first person point of view2.3 third person point of view2.4 omniscient narrator2.5 limited omniscient narrator2.6 irony	<p>This material provides an overview of the elements of fiction and excerpts from short fiction to illustrate how those elements are used by several authors. You should discuss this material with your instructor before proceeding with the other activities for this Unit.</p> <p>All of these terms are explained for you in the assigned pages of <i>Reference Points 11/12</i>. You may find it helpful to discuss the terms with your instructor before adding them to your glossary.</p> <p>Remember, you are not required to memorize the definitions of terms in your personal glossary, but rather to understand and apply them as you analyze literature.</p>

Unit 1 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p>Listen</p> <p>3. Listen to the recorded short story, “Going to the Moon”, by Nino Ricci on the <i>Echoes 12</i> CD, Track 11.</p>	<p>Listen to “Going to the Moon” and read it at least twice to make sure that you fully understand the context and the different themes. Your instructor may ask you to read sections of the story aloud.</p>
<p>Read and Discuss</p> <p>4. Read “Going to the Moon” (<i>Echoes 12</i>, pages 210 - 217).</p> <p>4.1 Discuss “Going to the Moon” with your instructor or in a small group organized by your instructor.</p>	<p>Your instructor will arrange for you to discuss the story. If there are others reading the story at the same time, you may be required to participate in a small group discussion. If not, you may discuss the story with your instructor.</p> <p>Extending Your Understanding of the Story <i>This story is about the experience of growing up in a family of immigrants in the 1960s. To extend your understanding of the context and the themes, it would be worthwhile to do some research on the key events of the 1960s - for example, the moon missions, the Vietnam War, etc.</i></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 grammar, punctuation, or spelling errors.</p>

Unit 1 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p>Read, Discuss and Write</p> <p>6. Select and read at least 3 other short stories from <i>Echoes 12</i>, Unit 3.</p> <p>6.1 Answer the questions on Meaning and Form and Style in the “Responding” section that relates to each short story. Your instructor may also assign questions under Exploring Context.</p>	<p>You should skim Unit 3 (Short Fiction) of the <i>Echoes 12</i> anthology before making your selection of short stories. You may read several stories before deciding which three you will choose for discussion and answering questions.</p> <p>You should read each story at least twice to help you better understand all the different elements of narrative fiction. Ask your instructor to arrange for you to discuss each story before you answer the questions.</p>
<p>Read, Discuss and Write</p> <p>7. Select and read at least 2 short fiction texts from <i>Land, Sea and Time, Book Three</i>.</p> <p>7.1 Answer questions, assigned by your instructor, on each story selected.</p>	<p>The <i>Land, Sea and Time</i> books provide reading material, including short fiction, about the Newfoundland and Labrador heritage and culture. You should skim the whole of <i>Book Three</i> to find short fiction texts that are 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. <i>You may ask your instructor for guidance with your selection.</i></p> <p>As with the stories from <i>Echoes 12</i>, you should read each story at least twice to help you better understand all the different elements of narrative fiction. You should also ask your instructor to arrange for you to discuss each story before you answer the questions. There are no questions provided in the text itself. You should ask your instructor for questions for each story.</p>

Unit 1 Short Story and Related Writing

Required Work	Guidelines and Suggestions
<p>Learning About Viewing</p> <p>8. In preparation for interpreting a visual, you should study pages 245-248 of <i>Reference Points 11/12</i>, “Photographs”.</p> <p>Viewing and Interpreting</p> <p>9. Select a visual (photograph, illustration, painting) and write a short explanation of how you would relate it in some way to the theme or content of a particular story you have studied for this Unit. Alternatively, you may give a brief oral presentation explaining the relationship between your chosen visual and a particular story.</p>	<p>Although the assigned reading material is specifically about viewing photographs, it would also be applicable to viewing paintings and other types of illustration.</p> <p>You may select a visual from any source and relate it to any one of the short fiction texts you have read for this Unit. Some possible sources of a visual may be newspapers or magazines, books (including your English textbooks), or personal photographs.</p> <p>The visual you choose should reflect in some way an important aspect of the short fiction—for example, theme, mood, setting, character or symbolism.</p> <p><i>You may create and write about your own visual if you are artistically inclined.</i></p>

Unit 2 Novel and Related Writing

Required Work	Guidelines and Suggestions
<p>Reviewing Fiction</p> <p>In preparation for reading and analyzing a novel, you should review pages 138-160 of <i>Reference Points 11/12</i>, “A Look at Narrative Fiction”.</p>	<p>You will have read the <i>Reference Points</i> material on narrative fiction for Unit 1 of this course. You should review it now, since it will also be useful to you as you read and interpret a novel.</p> <p>You should also review your personal glossary of literary terms (fiction) before answering questions on the novel or writing the literary essay.</p>
<p>Read and Discuss</p> <ol style="list-style-type: none">1. Select and read a novel from a list provided by your instructor.1.1 Discuss the novel with your instructor or with a small group organized by your instructor	<p>You should select a novel based on personal interest. In order to make a selection from the list of novels 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 novel by talking to others who have read it.</p> <p>You may also choose to read a few pages from more than one novel before making your final choice.</p> <p>After you have read the novel, your instructor will arrange for you to discuss it. If there are others reading it at the same time, you may be required to participate in a small group discussion. If not, you may discuss it with your instructor.</p>

Unit 2 Novel and Related Writing

Required Work	Guidelines and Suggestions
<p>Write</p> <p>2. Answer questions on the novel. These will be provided by your instructor.</p>	<p>Your instructor will provide you with content and comprehension questions on the novel. You may need to re-read the novel, in whole or in part, before beginning to answer the questions. You should include direct references to the novel to support your answers.</p> <p>Your answers to questions on the novel 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>
<p>Learning About Writing a Literary Essay</p> <p>3. Read pages 75-79 of <i>Reference Points 11/12</i>, “Critical Writing and Literary Analysis”.</p> <p>Write</p> <p>4. Compose a literary essay of at least 750 words (approximately 3 typewritten pages, double-spaced) critically responding to the novel you have read.</p> <p>4.1 Use word processing software to type the final draft of your literary essay.</p>	<p>You should discuss the material on literary analysis with your instructor. Pages 78-79 of <i>Reference Points 11/12</i> provide you with a sample of a literary analysis. You should construct your critical essay on the novel using this sample as a guide.</p> <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 literary 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 Précis Writing</p> <p>1. In preparation for writing a précis, you should study pages 28-30 of <i>Reference Points 11/12</i>, “Learning by Writing a Précis”.</p>	<p>A <i>précis</i> is a brief summary of piece of writing. Learning to write a précis can help you study more effectively.</p> <p>The assigned study material from <i>Reference Points 11/12</i> outlines the steps in writing a précis . It also provides a sample magazine article and a précis of that article. You should study this material carefully, taking notes as you go. You should also discuss it with your instructor before beginning to read articles for writing a précis.</p>
<p>Preparing to Write a Précis</p> <p>2. Read the following two articles on the English language in preparation for writing a précis:</p> <p>2.1 “The Development of the English Language”, Appendix C, <i>Reference Points 11/12</i> (Pages 373-386)</p> <p>2.2 “History of the English Language”, Chapter 10, <i>Guide to Language, Literature, and Media</i> (Pages 338-355)</p>	<p>For Required Work 2, you will need to read two articles on the same topic - the English language - in preparation for writing a précis of one of them. The articles are approximately the same length, but they treat the topic differently. You may find that one lends itself to summarizing more than the other; this will be a personal decision.</p> <p>You should follow steps 1-5 of the Steps in Writing a Précis (page 28 of <i>Reference Points 11/12</i>) as you read each of the articles.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Writing a Précis</p> <p>3. Choose one of the two above readings and write a précis.</p>	<p>After you have read both articles (following Steps 1-5 of the précis writing process), you will need to select one of the two and write a précis. Follow steps 6-10 of the Steps in Writing a Précis (page 28 of <i>Reference Points 11/12</i>) as you write your précis. You should remember that a précis contains only material that was in the original (unlike paraphrasing where you re-state things in your own words). Your précis should be about <i>one third</i> the length of the original article.</p> <p>As Step 10 in the précis-writing process states, your précis should be coherent, ideas should be in the same order as in the original, and there should be a smooth flow of ideas with appropriate transitions.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Reviewing Formal Letters</p> <p>4. In preparation for writing formal letters, you should review pages 303-307 of <i>Reference Points 11/12</i>, “Letters—External Business Correspondence”.</p>	<p>You will have already studied the material on letters for <i>English 2101A</i>. You should review it before you complete the letter writing for this Unit.</p>
<p>Letter Writing</p> <p>5. Write at least 2 formal letters, to include:</p> <ul style="list-style-type: none">–a letter requesting somebody to write a reference letter on your behalf to support a job application–a letter of acknowledgment in response to the letter of reference being written for you <p>5.1 Use word processing software to type the final draft of your letters.</p>	<p>A letter of reference should come from somebody who is in a position to comment on your experience, ability, educational qualifications and/or character. It should not come from a relative. Possible choices would include a former teacher, a former or current employer, or somebody you have known in the community or in a volunteer organization.</p> <p>The 2 formal letters should be written in the full block style as set out on pages 304 and 305 of <i>Reference Points 11/12</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.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Writing Conventions</p> <p>6. Review the following areas of punctuation:</p> <ul style="list-style-type: none">•colon•semicolon <p>6.1 Complete practice exercises on using colons and semicolons, as assigned by your instructor.</p> <p>7. Examine the use of parallel structure.</p> <p>7.1 Complete practice exercises on using parallel structure, as assigned by your instructor.</p>	<p>Your instructor will provide you with information about each element of Writing Conventions (Required Work 6 and 7) 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 6.1 and 7.1. 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>