

Adult Basic Education

English Language Arts

English 3101B

Study Guide

Prerequisites: English 2101A, 2101B and 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	

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Texts:

Anthologies:

Echoes 12
Echoes 12 CD Set
Land, Sea, and Time, Book 3

Handbook:

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 3101B?

English 3101B 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 3101B Study Guide?

The *English 3101B 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 3101B*. 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 Poetry and Related Writing

Required Work	Guidelines and Suggestions
<p>Reviewing Poetry</p> <p>1. In preparation for reading, speaking and writing about poetry for this course, you should review pages 4-23 of <i>Guide to Language, Literature and Media</i>, “Poetry”.</p>	<p>You will have already read this material for <i>English 2101A</i>. You should review it before beginning your work on poetry for this Unit.</p>
<p>Glossary of Literary Terms</p> <p>2. Review your glossary of literary terms (poetry) and add the following terms:</p> <ul style="list-style-type: none">2.1 rhyme scheme2.2 stanza2.3 couplet2.4 triplet2.5 quatrain2.6 apostrophe2.7 hyperbole2.8 onomatopoeia	<p>All of these terms are defined in your review material (<i>Guide to Language, Literature, and Media</i>). You may find it helpful to discuss the new 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> <p>Suggested Background Reading</p> <p><i>The first poem in this Unit, “The Lady of Shalott”, is based on the Arthurian legend of Lancelot and Elaine. You would have a greater understanding of the poem, and be better prepared to answer the questions, if you did some reading on this legend before you read the poem. You may find material on this in an encyclopedia, in the campus library or on an Internet web site. You may also seek assistance from your instructor.</i></p>

Unit 1 Poetry and Related Writing

Required Work	Guidelines and Suggestions
Listen	
3. Listen to the recorded poem, “The Lady of Shalott”, by Alfred Tennyson on the <i>Echoes 12</i> CD, Track 8.	Listen to “The Lady of Shallot” more than once and <i>re-read</i> it several times to make sure that you understand the different levels of meaning of this poem.
Read and Discuss	
4. Read “The Lady of Shalott” (<i>Echoes 12</i> , pages 80 - 89).	
4.1 Discuss “The Lady of Shalott” with your instructor or in a small group organized by your instructor.	Your instructor will arrange for you to discuss the poem. If there are others reading the poem at the same time, you may be required to participate in a small group discussion. If not, you may discuss the poem with your instructor.
Write	
5. Answer questions 1 - 4 on “The Lady of Shalott” (page 89).	Question 1 asks you to discuss certain lines of the poem with other students. This may be a part of the general discussion of the poem (Required Work 4.1).
View and Interpret	
6. Study the four paintings of the Lady of Shalott (<i>Echoes 12</i> , pages 82, 84, 86, 88).	
6.1 Answer questions 1-3 on page 91.	Your answers to the questions on the poems and the visuals 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 Poetry and Related Writing

Required Work	Guidelines and Suggestions
Read, Analyze and Write	
7. Select and read at least 3 other poems from <i>Echoes 12</i> , to include one from each of the following categories:	You should skim the poetry sections of the <i>Echoes 12</i> anthology before making your selection of poems. You may select poems within the categories specified based on your personal interest. You should read all poems several times to help you better understand the different levels of meaning in the poem. You should also read poems aloud so that you can appreciate the rhythm and the poet's choice of words.
<ul style="list-style-type: none">• contemporary lyric poems• pre- and early twentieth century lyric poems	
7.1 Answer the questions on Meaning and Form and Style in the <i>Responding</i> section of each poem selected. (<i>Your instructor may assign other questions as well.</i>)	If there are others reading a poem at the same time you are reading it, you may be required to participate in a small group discussion. If not, you may wish to discuss the poem with your instructor.
8. Select and read at least 2 poems from <i>Land, Sea and Time, Book Three</i> .	Your answers to these questions should be written in short essay style and revised for coherence and accuracy.
8.1 Answer questions, assigned by your instructor, on each poem selected.	The <i>Land, Sea and Time</i> books contain a variety of poems, many of which are about the Newfoundland and Labrador heritage and culture. You should skim the whole of <i>Book Three</i> to find poems that are of interest or special significance to you.

Unit 1 Poetry and Related Writing

Required Work	Guidelines and Suggestions
<p>Comparing Poems</p> <p>9. Select 2 of the poems you have read for this Unit. Compare the two poems in terms of the following:</p> <ul style="list-style-type: none">• purpose• theme• form and style• point of view	<p>You may select any two poems for comparison. However, you may find it helpful to use two which are set up especially for comparison. For example, “Field of Vision” by Seamus Heaney (<i>Echoes 12</i>, page 19) and “Where There’s a Wall” by Joy Kogawa (<i>Echoes 12</i>, page 20) are set up for comparison in a series of questions on pages 27-28. There are many other poems that may be compared in a similar way.</p>

Unit 2 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p>Reading About Drama</p> <p>1. In preparation for reading, speaking and writing about drama, you should study pages 188-200 of <i>Reference Points 11/12</i>, “Exploring Drama”.</p>	<p>You should study this material and make notes as you study. There are excerpts from one monologue and two plays, which you should read carefully. Each excerpt includes notes in the margins which explain important elements of drama. You should pay close attention to the marginal notes.</p> <p>Study closely the section entitled “An Overview of Dramatic Elements” and make notes, in your own words, on <i>plot, setting, character, dialogue and spoken language, and theme</i>.</p>
<p>Glossary of Literary Terms</p> <p>2. Review your personal glossary of literary terms (drama) and add the following terms:</p> <ul style="list-style-type: none">2.1 round characters2.2 flat characters2.3 soliloquy2.4 exposition	<p>All of these terms can be found in your study material from <i>Reference Points 11/12</i>. You may find it helpful to discuss the new 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 2 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p>Read, Discuss, and Write</p> <p>3. Read the short play, “A Marriage Proposal”, by Anton Chekhov (pages 122-132, <i>Echoes 12</i>).</p> <p>3.1 Answer questions 1 - 5 on page 132.</p> <p>4. Read the short play, “Glory in the Flower”, by William Inge (pages 133-148, <i>Echoes 12</i>).</p> <p>4.1 Answer questions 1 - 4 on page 148.</p>	<p>As you read each play, you should keep in mind that it was written to be performed by actors on the stage, not primarily as a text to be read. You should read each play at least twice to help you better visualize the drama and understand how the playwright brings the characters to life. You are also reading the play as a literary text, so you will need to think about themes, symbolism, character development and other literary devices.</p> <p>Your answers to 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>Writing a Character Sketch</p> <p>5. Choose one character from <i>either</i> “A Marriage Proposal” <i>or</i> “Glory in the Flower”. Write a <i>character sketch</i> based on the character you have chosen.</p> <p>Reading From a Script</p> <p>6. Choose a character from “A Marriage Proposal” or “Glory in the Flower”. Read sections of the character’s dialogue either with others who are also studying the play or with your instructor.</p>	<p>Your instructor will provide you with guidelines for writing a character sketch.</p> <p>Your instructor will arrange for you to read a character’s dialogue. If there are others reading the play at the same time, you may have an opportunity to enact a part of the play in the role of the character you have chosen. It would be easier to read script if you were responding to others reading from the same dialogue.</p>

Unit 2 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p>Select and Read a Longer Play</p> <p>7. Select and read a play from a list 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>
<p>7.1 Answer questions, assigned by your instructor, on the selected play.</p>	<p>Your answers to questions on the play should be written in short essay style and revised for coherence and accuracy. You should include direct references to the play to support your answers.</p>
<p><i>(More work on the longer play on next page)</i></p>	

Unit 2 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p>Writing About Drama</p> <p>8. In preparation for writing a critical essay on the longer play, you should review pages 75-79 of <i>Reference Points</i>, “Critical Writing and Literary Analysis”.</p> <p>9. Write a critical essay of at least 500 words (approximately 2 typewritten pages, double spaced) on some aspect of the longer play.</p> <p>9.1 Use word processing software to type the final draft of your essay.</p>	<p>You will have read these pages of <i>Reference Points</i> in Unit 2 of English 3101A (Novel). It will be worthwhile to review this material and discuss it with your instructor before beginning to write your critical essay on the longer play.</p> <p>Pages 78-79 of <i>Reference Points</i> provide you with a sample of a literary analysis. You should construct your critical essay on the play using this sample as a guide.</p> <p>Write at least two rough drafts of your composition, 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 composition to correct errors in spelling, grammar and punctuation.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Learning About Report Writing</p> <p>1. In preparation for writing a business report, you should study the following sections of <i>Reference Points 11/12</i>, and complete the exercises which follow:</p> <ul style="list-style-type: none">• “Business Reports: An Introduction” (pages 308-312)• “Structure of a Formal Business Report” (pages 312-318) <p>1.1 Name and describe two types of <i>informal</i> business reports.</p> <p>1.2 Name and describe the parts of a <i>formal</i> business report.</p> <p>2. Describe in your own words the difference between <i>primary</i> and <i>secondary</i> research.</p>	<p>The assigned study material on business reports provides all the information you will need to complete the exercises in Required Work 1 and 2. It also includes a model <i>informal report</i> and several model sections of a <i>formal business report</i>. You should study the assigned material carefully and take notes for future reference. You may also wish to discuss this material with your instructor.</p> <p>You should complete exercises 1.1, 1.2 and 2 and discuss your answers with your instructor before going on to do the research and writing for your report. You will need to understand what type of report you will be writing in order to plan the research. You will also need to completely understand what type of research methods you will need to use to get the information needed for your report.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Conducting Research</p> <p>3. Complete both <i>primary</i> and <i>secondary</i> research on at least two career-oriented jobs in the same field .</p> <p><i>(Continued on next page)</i></p>	<p>You will need to decide which career-oriented jobs you will conduct research on. You should choose jobs which interest you and which you might decide to train for in the future. The fields that you could choose particular jobs from would include, for example:</p> <ul style="list-style-type: none">• Office Administration• Business Administration• Education• Information Technology• Engineering• Health• Community Recreation• Early Childhood Development <p>You may also be able to think of other career areas which would be of interest to you.</p> <p>You will be conducting both primary research and secondary research for this exercise. You should discuss with your instructor the possible sources of information for both types of research.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestion
<p>Conducting Research (continued)</p> <p>3.1 As a part of your <i>primary research</i>, develop a request for information in one or more of the following formats:</p> <ul style="list-style-type: none">•letter, e-mail, or memo of inquiry•written questionnaire for use in person or by telephone <p><i>(Continued on the next page)</i></p>	<p>Required Work 4, on the following page, lists the types of information you will need to include in your report on the two jobs you have selected. You should refer to that list to determine the questions you will need to ask.</p> <p>If you choose to use a letter of inquiry (or a memo or e-mail), you may refer to the model <i>letter of inquiry</i> on page 304 of <i>Reference Points 11/12</i>. You could use this model as the basis for your own letter of inquiry.</p> <p>If you choose to use a written questionnaire, you will have to decide whether you would administer the questionnaire in person or by telephone. In either case, you are essentially conducting an interview, using the questionnaire as your guide. There are three Checklists on pages 309-310 of <i>Reference Points 11/12</i> which should be useful to you for this exercise - “Conducting Phone Surveys”, “Creating and Administering a Written Questionnaire”, and “Conducting an Interview”.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Write a Report</p> <p>4. Write a formal report, based on the research, to include the following information, where applicable:</p> <ul style="list-style-type: none">•full job titles and descriptions (including salary range, if available)•education and experiential qualifications required for each position•full name, address and phone number of each employer•names and position titles, if available, of all contact people (interviewed by phone or in person, or contacted by letter, e-mail, or fax)•overview of benefits package (pension, health and dental insurance, vacation, sick leave and other special leave)•union benefits, if applicable•personal analysis of each of the jobs researched (including interest in any of the jobs and reasons why/why not)•details of what further education/training and experience would be needed to be competitive in the selected field <p>4.1 Use word processing software for completion of the final draft of the report.</p>	<p>You should refer back to the assigned study material as you complete the writing of your report based on the research. Your report should include a <i>title page</i>, an <i>introduction</i>, and a <i>conclusion</i>. You may also include other components of a business report, depending on the information you have collected.</p> <p>The details of what further education/training and experience would be needed to be competitive in the selected field could be presented as <i>recommendations</i> in your report.</p> <p>You should write at least three drafts of your report, discussing each draft with your instructor.</p>

Unit 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p>Writing Conventions</p> <p>5. Examine strategies for <i>strengthening word choice.</i></p> <p>5.1 Complete practice exercises on word choice, as assigned by your instructor.</p> <p>6. Examine <i>transitions</i> between paragraphs, sentences, parts of sentences and ideas.</p> <p>6.1 Complete practice exercises using transitions, as assigned by your instructor.</p>	<p>Your instructor will provide you with information about each element of Writing Conventions (Required Work 5 and 6) 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 5.1 and 6.1. 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>