

Adult Basic Education  
English Language Arts

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## English 3102B

# Study Guide

**Prerequisites:** English 2102A, 2102B, 2102C

**Credit Value:** 1

**Resources:**

*Passages 12*  
*Passages 12 CD Set*  
*Land, Sea, and Time, Book Three*  
*Collected Searchlights and Other Plays*  
*Communicate!*  
*Canadian Students' Guide to Language, Literature and Media*

**General College Profile** Required English Courses

English 1102A

English 1102B

English 1102C

English 2102A

English 2102B

English 2102C

English 3102A

**English 3102B**

English 3102C



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#### **Texts:**

#### **Anthologies:**

*Passages 12*

*Passages 12 CD Set*

*Land, Sea, and Time, Book 3*

*Collected Searchlights and Other Plays*

#### **Handbook:**

*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 3102B?***

English 3102B is intended for those who are studying in the **General College Profile** of Adult Basic Education.

### ***What is in the English 3102B Study Guide?***

The *English 3102B 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 3102B*. 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. You should always read this column before beginning to complete 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 Poetry and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Poetry</b></p> <p>1. In preparation for reading, speaking and writing about poetry, you should read the following pages of <i>Guide to Language, Literature and Media</i>:</p> <p>-pages 5-10 -pages 14 (“Overall Structure”)-21 ( you may omit the poem on the bottom of page 21)</p>	<p>This material provides important information to help you read and understand poetry. Your instructor will introduce the material to you and guide you through it. You should ask your instructor for clarification on any aspect of this material which you don’t understand. It should be completed before you begin reading other poems in this Unit.</p>
<p><b>Glossary of Literary Terms</b></p> <p>2. Define and discuss the following poetic devices and terminology:</p> <p>2.1 rhyme scheme 2.2 stanza 2.3 couplet 2.4 diction 2.5 connotation 2.6 denotation</p>	<p>All of the terminology listed here is explained in the reading you have done for <b>Required Work 1</b>. Your instructor will provide further explanation and examples to ensure that you understand them completely.</p> <p>You are not expected to memorize definitions but, rather, to use your knowledge of the terms in understanding and analyzing poems.</p>
<p><b>Listen</b></p> <p>3. Listen to the recorded poem, “Summer Job”, by Nellie P. Strowbridge (<i>Passages 12</i> CD Set, Disc 1, Track 6).</p>	<p>Listen to the recorded poem, “Summer Job”, at least twice. Unlike prose, poems take much of their meaning from the sound of the words, the rhyme, and the rhythm. You should also practice reading this poem aloud after you have listened to it.</p>

## Unit 1 Poetry and Related Writing

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Read, View and Discuss</b></p> <p>4. Read the poem, “Summer Job” (<i>Passages</i> 12, page 47).</p> <p>4.1 View the painting accompanying “Summer Job” (<i>Summer Fish</i> by Mary Pratt, page 48)</p> <p>4.2 Discuss the poem and the painting in a small group or with your instructor</p>	<p>You will already have listened to this poem twice and read it aloud. You should read again silently in preparation for answering the questions.</p> <p>Your instructor will arrange for you to discuss the poem and the painting. 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.</p>
<p><b>Write</b></p> <p>5. Answer questions 1, 2, 3 and 5 on page 49.</p>	<p><i>Your answers should be written clearly and you should use examples from the poem to support your answers where needed. Make sure you have answered the question that was asked of you.</i></p>

## Unit 1 Poetry and Related Writing

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Read, Discuss and Write</b></p> <p>6. Select and read at least 2 other poems from <i>Passages 12</i>.</p> <p>6.1 Discuss in a small group, or with your instructor, poems you are reading.</p> <p>6.2 For poems you have chosen from <i>Passages 12</i>, answer the questions on <b>Exploring Meaning</b> following each story you read. If there are questions on <b>Technique and Style</b> and <b>Language Conventions</b>, you should answer those as well. Your instructor may also assign other questions to be answered.</p> <p>7. Select and read at least 2 poems from <i>Land, Sea and Time Book Three</i></p> <p>7.1 Answer questions (provided by your instructor) on the poems.</p>	<p>You should select poems based on personal interest, but you may need guidance from your instructor to select poems which are suited to your reading level.</p> <p>You should read each poem at least twice. Your instructor may ask you to read some poems aloud as well.</p> <p>As with the first poem you did in this Unit, your instructor will give you guidance as you analyze the poem. You should not attempt to answer questions until you have discussed the poem with your instructor and, where possible, with others who are also reading the poem.</p> <p><i>Your answers should be written clearly and you should use examples from the poem to support your answers where needed. Make sure you have answered the question that was asked of you.</i></p>



## Unit 2 Drama and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Drama</b></p> <p>1. With your instructor's guidance, study pages 76-87 of <i>Guide to Language, Literature and Media</i>, "Understanding Meaning".</p>	<p>You will need your instructor to introduce you to this material on drama. The material provides an overview of drama and an explanation of drama-related terms. It also provides some short excerpts from plays with explanations of how particular dramatic devices are used by the playwright. By studying this material closely and discussing it with your instructor, you will be better prepared to read plays with understanding.</p>
<p><b>Glossary of Literary Terms</b></p> <p>2. Define and discuss the following drama-related terms:</p> <ul style="list-style-type: none"><li>2.1 satire</li><li>2.2 subplot</li><li>2.3 exposition</li><li>2.4 dramatic incitement</li></ul>	<p>All of the terminology listed here is explained in the reading you have done for <b>Required Work 1</b>. Your instructor will provide further explanation and examples to ensure that you understand them completely.</p> <p>You are not expected to memorize definitions but, rather, to use your knowledge of the terms in understanding and analyzing plays and dramatic scripts.</p>

## Unit 2 Drama and Related Writing

Required Work (continued)	Guidelines and Suggestions (continued)
<p><b>Listen</b></p> <p>3. Listen to the recorded radio play excerpt, “Nancy Chew Enters the Dragon”, by Betty Quan on the <i>Passages 12</i> CD Set, Disk 3, Track 2.</p>	<p>You should listen to the recorded play at least twice. This excerpt is from a <i>radio play</i>, so it is different from a play written to be acted on a stage. The only directions for the actors in a radio play are for the way they should speak and background sounds. A radio play requires you to use your imagination to create the scene in your own mind. A stage play gives you more description of the scene.</p>
<p><b>Read and Discuss</b></p> <p>4. Read “Nancy Chew Enters the Dragon” (<i>Passages 12</i>, pages 153-157).</p> <p>4.1 Discuss “Nancy Chew Enters the Dragon” in a small group or with your instructor.</p>	<p>Read “Nancy Chew Enters the Dragon” as you listen to it. This will allow you to see the importance of stage directions for the enactment of a play. The stage directions in this play are written in italics. They describe the background sounds and tell the actors what tone of voice they should use. As you listen to the play and read along with it, you will see how the stage directions are carried out by the actors.</p> <p>Your instructor will arrange for you to discuss the radio play excerpt. If there are others doing the play at the same time, you may be required to participate in a small group discussion. If not, you may discuss the play with your instructor.</p>
<p><b>Write</b></p> <p>5. Answer question 1 on page 157 of <i>Passages 12</i>.</p> <p>5.2 Answer the first part of question 2 on page 157 - develop a character sketch of Nancy Chew.</p>	<p>Your instructor will give you guidance as you analyze the play. You should not attempt to answer questions until you have discussed the play with your instructor and, where possible, with others who are also reading/listening to the play.</p> <p>Your instructor will provide you with guidelines for writing a character sketch.</p>

## Unit 2 Drama and Related Writing

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Short Play - Read, Discuss and Write</b></p> <p>6. Read a minimum of 1 short play (1 Act), selected from the following plays in <i>Collected Searchlights</i>:</p> <p>“The Jewish Wife” (pages 7-14) “The Gap” (pages 15-24) “Death Seat” (pages 42-59) “The Life of Jackson Piper” (pages 111-146)</p> <p>6.1 Discuss the play you are reading in a small group or with your instructor.</p> <p>6.2 Answer all the questions in the <b>Checking Your Understanding</b> section for the play you select. Your instructor will assign more questions from the <b>Working with the Genre and Issues</b> section.</p>	<p>As you read the play, you should keep in mind that it was written to be performed by actors on the stage, not mainly as a text to be read. You should read the 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>You should ask your instructor to arrange for you to discuss the play before you answer the questions.</p> <p>Your instructor will give you guidance as you analyze the play. You should not attempt to answer questions until you have discussed the play with your instructor and, where possible, with others who are also reading/listening to the play.</p> <p><i>Your answers should be written clearly and you should use examples from the play to support your answers. Make sure you have answered the question that was asked of you.</i></p>

## Unit 2 Drama and Related Writing

Required Work <i>(continued)</i>	Guidelines and Suggestion <i>(continued)</i>
<p><b>Longer Play - Read, Discuss and Write</b></p> <p>7. Read a minimum of 1 longer play (2 Acts or more). You may read “Touch of the White Man” (<i>Collected Searchlights</i>, pages 268-343) or you may select a play from another source.</p> <p>7.1 Discuss the play in a small group or with your instructor.</p> <p>7.2 If you choose to read “Touch of the White Man”, answer questions 1-9 in the <b>Checking Your Understanding</b> section on page 342. Your instructor will assign more questions from the <b>Working with the Genre and Issues</b> section on pages 342-343.</p> <p>If you select your longer play from another book, your instructor will provide you with questions.</p>	<p>If you choose to select a longer play from a source other than <i>Collected Searchlights</i>, you will need guidance from your instructor in making the selection.</p> <p>You should read the play at least twice - first for enjoyment and second for interpreting and answering questions. Your instructor will discuss the play with you or arrange for you to discuss it with others who are reading the same play.</p> <p>Your instructor will give you guidance as you analyze the play. You should not attempt to answer questions until you have discussed the play with your instructor and, where possible, with others who are also reading the play.</p> <p><i>Your answers should be written clearly and you should use examples from the play to support your answers. Make sure you have answered the question that was asked of you.</i></p>

## Unit 2 Drama and Related Writing

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Reading Dialogue Aloud</b></p> <p>8. Choose a character role from one of the plays studied and read the character's dialogue aloud to the instructor or enact the script with others who are also studying it.</p>	<p>Reading dialogue aloud will give you a better understanding of how a play can be "brought to life". You should read the stage directions carefully and follow any directions given for the character you have chosen.</p> <p>This exercise will be more beneficial if you are able to enact dialogue with others as they take on the role of other characters in the play.</p> <p>Your instructor will make arrangements for you to read dialogue. You will be given time and guidance to rehearse the reading.</p>
<p><b>Visualizing a Stage Set</b></p> <p>9. 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 3 Written Communications and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Procedural Writing</b></p> <p>1. In preparation for describing a process or writing directions, you should study the following sections of <i>Guide to Language, Literature, and Media</i>:</p> <ul style="list-style-type: none"><li>• “Technical Writing” (pages 245-246)</li><li>• “Creating Technical Writing: Sequence of Instructions” (pages 255-256)</li></ul>	<p>In this Unit, you will learn <i>procedural writing</i>. This is the type of writing we do when we describe how something is done, or we give directions for making or doing something. It is very commonly used in workplaces, so developing your skills in procedural writing may be very important to your success in your future employment. You may also be required to do procedural writing in future post-secondary studies.</p> <p>You should note that the first assigned reading material, “Technical Writing” begins in the middle of page 245 and continues to nearly the middle of page 246. The second reading, “Creating Technical Writing: Sequence of Instructions”, ends with the Checklist on page 256.</p> <p>You should study the assigned material closely. It is short, but there is a great deal of information and guidance contained in it. You should also make notes on this material for future reference.</p> <p>You should discuss the study material with your instructor before proceeding to do your procedural writing assignment (<b>Required Work 2</b>).</p>

## Unit 3 Written Communications and Writing Conventions

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Writing a Process Essay or Report</b></p> <p>2. Select a process and write concise directions for performing and completing the process.</p> <p>2.1 Include the following elements in your process essay/report:</p> <ul style="list-style-type: none"><li>• Introduction</li><li>• Material Requirements</li><li>• Method/Step-by-Step Procedure</li></ul> <p>2.2 Review and revise your essay/report, using the <b>Checklist</b> on page 256 of <i>Guide to Language, Literature, and Media</i> “Assessing Your Procedural Writing”.</p> <p>2.3 Use word processing software for the final presentation of essay/report.</p>	<p>You may choose to use either an <i>essay</i> or a <i>report</i> format for this assignment. You may wish to discuss the differences between the two formats with your instructor.</p> <p>You should choose a process that you are very familiar with for your essay or report. The following list may give you some ideas of the possibilities:</p> <ul style="list-style-type: none"><li>• clearing a walkway/driveway of snow</li><li>• what to do in case of an accident at home</li><li>• burning a music CD</li><li>• planting a tree or shrub</li><li>• changing a bicycle or car tire</li><li>• making popcorn/baking bread/making a Jigg’s Dinner</li><li>• how to bait a fishing line</li><li>• how to set up a tent</li><li>• how to do research in the library</li><li>• how to paint a room</li><li>• how to knit a scarf</li></ul> <p>You should write at least two rough drafts of your essay/report 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.</p> <p>Edit and proofread your report to correct errors in spelling, grammar and punctuation.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Learning About Writing Formal Letters</b></p> <p>3. In preparation for writing a formal letter, you should review pages 187-194 of <i>Communicate!</i>, “Business Letters”.</p> <p><b>Write a Letter</b></p> <p>4. Write a <i>letter of referral</i> for a friend.</p> <p>4.1 Use word processing software for the presentation of the final draft.</p>	<p>You will have already studied this material on business letters for <i>English 3102A</i>. You should review it briefly to refresh your memory on the format and punctuation of formal letters.</p> <p>For <b>Required Work 4</b>, you are asked to write a letter of recommendation for a friend. You will need to imagine a situation in which a friend might need you to write such a letter. Some possible scenarios might include:</p> <ul style="list-style-type: none"><li>- a friend is applying to join an organization or group to which you already belong</li><li>- a friend has worked as a babysitter for you and is now applying to work as a babysitter for someone else</li><li>- a friend 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><b>Note:</b> <i>When you write a letter of recommendation, you are giving your word that the person you are recommending is reliable, hard-working, honest, experienced—or whatever qualities you choose to focus on in your letter. In a sense, you are putting your own reputation on the line, so you would not write a letter of recommendation for someone if you didn’t believe that they were worthy of recommendation. You would also not write a letter of recommendation if you did not know a person well enough to vouch for particular characteristics or strengths.</i></p> <p>You should write at least three drafts of your letter, discussing each draft with your instructor. You should revise to ensure that there are no errors in spelling, punctuation, or grammar.</p>

## Unit 3 Written Communications and Writing Conventions

Required Work <i>(continued)</i>	Guidelines and Suggestions <i>(continued)</i>
<p><b>Writing Conventions</b></p> <p>5. Examine strategies for strengthening word choice.</p> <p>5.1 Complete practice exercises on word choice, as assigned by your instructor.</p> <p>6. Examine transitions 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 (<b>Required Work 5 and 6</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 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 other compositions, answers to questions on literature, and formal correspondence.</p>