

Adult Basic Education  
English Language Arts

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## English 3102C

# Study Guide

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

**Credit Value:** 1

**Texts:**  
*Passages 12*  
*Land, Sea, and Time, Book Three*  
*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*

**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 3102C?***

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

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

The *English 3102C 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 3102C*. 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 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Reading Non-Fiction</b></p> <p>1. In preparation for reading, speaking and writing about non-fiction, you should study the following sections of, <i>Guide to Language, Literature and Media</i>:</p> <ul style="list-style-type: none"><li>• “Essays” (pages 114-127)</li><li>• “Media” (pages 269-279)</li></ul>	<p>The reading material on essays provides information which will help you read all non-fiction texts. It also provides detailed guidance for reading different types of essays. You should study the material, read the sample essays, and complete the exercises included in the assigned pages. Your instructor will introduce you to this and will guide you through the reading and exercises.</p> <p>The reading material on media provides specific guidance for reading newspapers, magazines and visual media. There are reproductions of newspaper and magazine pages which you will need to study very carefully and discuss with your instructor.</p>

## Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Listen</b></p> <p>1. Listen to the recorded short newspaper article, “Suitcase Lady” by Christie McLaren on the <i>Passages 12</i> CD Set, Disk 1, Track 2.</p>	<p>Listen to the recorded newspaper article and read it at least twice to make sure that you fully understand it. Your instructor may ask you to read sections of the article aloud.</p>
<p><b>Read and Discuss</b></p> <p>2. Read the newspaper article, “Suitcase Lady” (<i>Passages 12</i>, pages 64-65).</p> <p>2.1 Discuss “Suitcase Lady” in a small group or with your instructor.</p>	<p>Your instructor will arrange for you to discuss the newspaper article. If there are others reading the article at the same time, you may be required to participate in a small group discussion. If not, you may discuss the article with your instructor.</p>
<p><b>Write</b></p> <p>3. Answer questions 1 and 2 on page 66.</p>	<p>Your instructor will give you guidance as you analyze the newspaper article. You should not attempt to answer questions until you have discussed the article with your instructor and, where possible, with others who are also reading the article.</p> <p><i>Your answers should be written clearly and you should use examples from the story to support your answers. Make sure you have answered the question that was asked of you.</i></p>

## Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Read, Discuss and Write</b></p> <p>4. Select and read at least 2 other essays or other short non-fiction texts from <i>Passages 12</i>.</p> <p>4.1 Select and read 1 short non-fiction text from <i>Land, Sea and Time, Book Three</i>.</p> <p>4.2 Discuss each text as you read it.</p> <p><i>(Continued on next page)</i></p>	<p>You should select short non-fiction texts based on your personal interest, but you may need guidance from your instructor to select texts which are suited to your reading level. Some texts in <i>Passages 12</i> are more difficult to read than others.</p> <p>To make your selection from <i>Passages 12</i>, you should look in the “Alternate Table of Contents”, page 7 under <b>Non-fiction</b>.</p> <p><i>Land, Sea and Time, Book 3</i> provides a number of short non-fiction texts, many of which are about the Newfoundland and Labrador heritage and culture. You should skim the entire book to find non-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. <b><i>You may ask your instructor for guidance with your selection.</i></b></p> <p>You should read each of your selections at least twice - first for enjoyment and second for interpreting and answering questions. Your instructor will discuss the selection with you or arrange for you to discuss it with others who are reading the same selection.</p>

## Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
4.3 Answer the questions in the textbook or questions provided by your instructor for each short fiction text that you select.	<p>For selections from <i>Passages 12</i>, you should answer all the questions in the <b>Exploring Meaning</b> section following the text. If there are questions on <b>Language Conventions</b> or <b>Technique and Style</b>, you should answer those as well. Your instructor may also assign questions from the other sections.</p> <p>For selections from <i>Land, Sea and Time</i>, your instructor will provide you with all the questions.</p> <p>As with the first non-fiction text you read, your instructor will give you guidance as you analyze each selection. You should not attempt to answer questions until you have discussed each selection with your instructor and, where possible, with others who are also reading the selection.</p> <p><i>Your answers should be written clearly and you should use examples from the text to support your answers. Make sure you have answered the question that was asked of you.</i></p>

## Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Learning About Visuals</b></p> <p>5. In preparation for interpreting pictures and other visuals, you should study the following sections of your reference texts:</p> <p><b>Re-read:</b> “Visual Media” and “Photographs” (<i>Guide to Language, Literature and Media</i>, pages 277-279)</p> <p><b>Read:</b> “Viewing Strategies” (<i>Communicate!</i>, pages 27-44)</p> <p><b>View, Read and Discuss</b></p> <p>6. View and read the photo essay, “How We Lived: Canada’s Century of Change” (<i>Passages 12</i>, pages 100-106).</p> <p>6.1 Discuss the photo essay in terms of question 2, page 106.</p> <p><b>Write</b></p> <p>7. Answer question 1 (a,b,c,d), page 106.</p>	<p>You will have already read the pages from <i>Guide to Language, Literature and Media</i> in <b>Required Work 1</b> and some of the pages from <i>Communicate!</i> in <b>English 2102A</b>; a review of them now will help you to interpret the photo essay.</p> <p>These readings provide an overview of the many types of visuals and graphic aids that you may encounter in your reading. Through closely studying this material, you will be better prepared to understand and interpret cartoons, photographs, posters, advertisements, and other types of print visuals. You should discuss this material with your instructor before beginning the other work in this section of the course.</p> <p>Your instructor will arrange for you to discuss the photo essay. If there are others reading the essay at the same time, you may be required to participate in a small group discussion. If not, you may discuss the photo essay with your instructor.</p> <p>Your instructor will give you guidance as you analyze the photo essay. You should not attempt to answer questions until you have discussed the essay with your instructor and, where possible, with others who are also reading/viewing the essay.</p> <p><i>Your answers should be written clearly and you should use examples from the text or visuals to support your answers. Make sure you have answered the question that was asked of you.</i></p>

## Unit 1 Non-Fiction and Related Writing

Required Work	Guidelines and Suggestions
<p><b>Viewing and Interpreting Cartoons</b></p> <p>8. Select a cartoon from a textbook or from a current newspaper. Interpret the cartoon by answering the following questions:</p> <p>8.1 Who or what is the subject of the cartoon?</p> <p>8.2 How are you able to recognize the subject?</p> <p>8.3 How do the drawing, words and captions relate to the topic?</p> <p>8.4 What point is being made?</p> <p>8.5 Has the cartoon made you react? Explain.</p>	<p>You may select a cartoon based on personal interest. It may be an editorial cartoon which has a social or political message or it may be in the form of a comic strip. Editorial cartoons would be selected from a current newspaper. Comic strip cartoons could also be selected from a current newspaper or from one of your texts. <i>Communicate!</i> has several cartoons from which you might select one (for example, see pages 28, 158, 208, 260, 264).</p>
<p><b>Reading Newspapers</b></p> <p>9. Select and read at least three current articles from regional, provincial or national newspapers.</p> <p>9.1 Discuss each article in a small group or with your instructor.</p> <p>9.2 Answer questions provided by the instructor.</p>	<p>Your instructor will provide you with newspapers from which you can select articles based on personal interest.</p> <p>Your instructor will also arrange for you to discuss each article. This will give you an opportunity to express your opinion on a current issue and to find out how others feel about the same issue.</p> <p>Your instructor will give you guidance in analyzing the articles. You may be required to answer questions either verbally or in writing.</p>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Learning About Research</b></p> <p>1. In preparation for doing a research project and writing a research paper, you should study the following sections of your reference books:</p> <p>1.1 “Researching” (<i>Communicate!</i>, pages 161-182)</p> <p><b>Re-Read</b></p> <p>1.2 “Visual Aids: Charts and Graphs” (<i>Communicate!</i>, re-read pages 30-32)</p> <p>1.3 “The Writing Process” (<i>Communicate!</i>, pages 54-64)</p> <p>1.4 “Evaluating Sources” (<i>Guide to Language, Literature and Media</i>, pages 327-330)</p>	<p>You will have already read some of the pages from <i>Communicate</i> in <b>English 2102A</b>. These reading assignments provide information on all aspects of the research process, including:</p> <ul style="list-style-type: none"><li>• choosing and narrowing your topic</li><li>• making a research plan</li><li>• selecting and evaluating sources of information</li><li>• organizing information and taking notes</li><li>• interpreting visual aids and using them in your writing</li><li>• citing sources</li><li>• avoiding plagiarism</li></ul> <p>Your instructor will introduce you to each of these steps in the research process and will guide you through the reading material.</p> <p>You should study all of the assigned reading material before you begin your research and take notes on sections which you think will be especially useful to you as you do your research.</p> <p>You should refer back to sections of the reading material as you need it in your research, note taking and writing.</p>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Researching</b></p> <p>2. Choose a topic for a research paper and select and read materials related to the topic.</p> <p>2.1 Use at least 3 different sources of information, to include:</p> <ul style="list-style-type: none"><li>books</li><li>library reference materials</li><li>periodicals (newspapers or magazines)</li><li>Internet sites</li></ul> <p><i>(Continued on next page)</i></p>	<p>You should discuss possible topics with your instructor before you make a decision. You may select a topic from another subject area in Adult Basic Education or you may choose a topic of special interest to you personally.</p> <p>Your instructor will guide you through all stages of the research and writing process.</p>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Researching (continued)</b></p> <p>2.2 Evaluate the sources you are considering using in your research project.</p> <p><i>(Continued on next page)</i></p>	<p>To prepare for evaluating the sources of information you are considering using for your research, you should re-read pages 327-330 of <i>Guide to Language, Literature and Media</i>, “Evaluating Sources”.</p> <p>Some of the sources you may look at will not be suitable for your research. While most published books can be counted on to be reliable sources of information, they may not be up to date. You should look at the original date of publication of all materials you plan to use. Some published materials may also be biased or one-sided in their approach to a topic or issue.</p> <p>There are many Internet sites which would not be reliable sources of information at all, so it is very important for you to understand how to evaluate an Internet site. “Evaluating Sources” (pages 327-330 of <i>Guide to Language, Literature, and Media</i>) provides good information for the evaluation of Internet sites. You should discuss this information with your instructor and practice accessing Internet sites for evaluation purposes.</p> <p>Your instructor will provide you with guidance in selecting sources. As a part of your evaluation of your sources, you should ask yourself the following questions:</p> <ul style="list-style-type: none"><li>Is the source sufficiently related to your topic?</li><li>Is the source up to date?</li><li>Is the source reliable?</li><li>Is the source biased or one-sided?</li></ul>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Researching (continued)</b></p> <p>2.3 Keep a list of sources as you read them.</p> <p>3. Compile the information you have gathered and organize it in preparation for writing your research paper.</p>	<p>You should keep an ongoing list of all the sources you read that will be included in your research paper in any way. This is important because when you write the paper, you may not be able to locate exactly the source you used. Also, if you need to go back to re-read something, this list will be very useful to you.</p> <p>When you list your sources, you should include all the information you would need to cite them properly in your research paper. Pages 177-182 of <i>Communicate!</i> tell you what information you will need to include.</p>
	<p>You should take careful notes as you read through the material which you will be using for your research paper. Your instructor will give you guidelines for making notes and will provide you with guidance as you read through your sources and decide what information to include in your notes.</p> <p>When you have completed all your reading and note taking, you are ready to begin planning your research paper. You should create an outline for your paper and discuss it with your instructor before beginning to write the paper.</p>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Writing a Research Paper</b></p> <p>4. Write a composition of at least 750 words (approximately 3 typewritten pages, double spaced) based on your research.</p> <p>4.1 Cite sources accurately in the composition and in a reference list at the end of the composition.</p> <p>4.2 Include a cover page</p> <p>4.2 Use word processing software for the preparation of the final draft of the research composition.</p>	<p>Write at least two rough drafts of your research paper, revising to make sure that you have made your meaning clear. 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> <p>Your instructor will provide guidance with the formatting of your paper, including the cover page and citation of sources.</p> <p>Unit 3 of this course (Writing Conventions, <b>Required Work 5 and 6</b>) provides instruction and practice on format and punctuation elements related to quoting and citing sources. Your instructor will assign some of this work for you to do before you begin the final draft of your research paper.</p>

## Unit 2 Research Project

Required Work	Guidelines and Suggestions
<p><b>Learning About Oral Presentation</b></p> <p>5. In preparation for presenting your research paper to a small group, you should <b>re-read</b> pages 253-260 of <i>Communicate!</i>, “Effective Public Speaking”.</p>	<p>Pages 253-260 of <i>Communicate!</i> were required reading in Unit 2 of <b>English 2102C</b>, but you should go over this material once again with your instructor before you begin planning the oral presentation of your research paper. Your instructor may be able to suggest practices and activities which will help you gain confidence in public speaking.</p>
<p><b>Presenting Your Research Paper</b></p> <p>6. Present your research paper to a small group, using at least one visual aid or other presentation aid.</p>	<p>You should discuss with your instructor what different visual aids or other presentation aids may be available for you to use to make your presentation more effective.</p> <p>You should ensure:</p> <ul style="list-style-type: none"><li>• that your presentation is clearly organized;</li><li>• that you select and use appropriate presentation aids; and</li><li>• that you engage the audience in your subject.</li></ul> <p>You should also ensure that you observe the conventions of effective oral presentation, including:</p> <ul style="list-style-type: none"><li>• maintaining eye contact with audience</li><li>• using appropriate posture and movement for getting your message across</li><li>• speaking clearly</li><li>• timing your presentation appropriately</li></ul> <p>The oral presentation of your research should be of at least 10 minutes duration. Your instructor will provide guidance with determining how much material you will need for this amount of time.</p>



## Unit 3 Written Communication and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Learning About Business Communications</b></p> <p>1. In preparation for writing a resume and a letter of application, read pages 200-204 of <i>Communicate!</i>, “Communicating to Get a Job”.</p>	<p>These pages in <i>Communicate!</i> provide you with information about both the letter of application and the resume. They also provide a sample of both. You should discuss this material with your instructor before beginning your resume and letter of application.</p>
<p><b>Writing a Resume</b></p> <p>2. Prepare and write a personal resume</p> <p>2.1 Use word processing software for the final presentation of the resume</p>	<p>It is very important that you gather all the information you will require before you begin to write your resume. Your instructor will give you guidance as you gather this information and make notes for the preparation of a resume.</p> <p>There are many different formats for resumes. <i>Communicate!</i> provides one sample resume (page 204). Your instructor will help you determine if this is the best type of resume for you to use, given your particular work experience and skills. If another type would be better, your instructor will provide you with a sample to follow.</p> <p>When you have selected a format for your resume, you should follow that format exactly as it is presented in the sample you are using.</p> <p>Your resume will be assessed for content as well as format, so you should take care in compiling and organizing your information to ensure that it is appropriate and accurate. You should edit and proofread the resume through several drafts. Discuss each draft with your instructor.</p>

## Unit 3 Written Communication and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Writing a Letter of Application</b></p> <p>3. Write at least one letter of application to accompany the resume</p> <p>3.1 Use word processing software for the final presentation of the letter of application</p>	<p>Your letter of application should be written in the full block format as set out in the sample letter on page 201 of <i>Communicate!</i>. You should write several drafts of your letter as you edit and proofread. Discuss each draft with your instructor. Your letter will be assessed for content as well as format, so you should take care with the language and tone and ensure that your spelling, grammar and punctuation are accurate.</p> <p>You will have participated in a mock job interview in <b>English 2102C</b>. If you plan on using your resume and letter of application to actually apply for a job, you may want to review the material on job interviews that you studied previously.</p>
<p><b>Word Processing Editing Functions</b></p> <p>4. Practice the use of word processing <i>spell check</i> and <i>grammar check</i> functions.</p> <p>4.1 Identify the shortcomings of these functions</p>	<p>Your instructor will guide you through practicing these functions in word processing and recognizing that you cannot always rely on them, but must use your own knowledge and judgement. This may be done as you use word processing for the written compositions in this course as well as for the resume and letter.</p>

## Unit 3 Written Communication and Writing Conventions

Required Work	Guidelines and Suggestions
<p><b>Writing Conventions</b></p> <p>5. Review the following areas of punctuation:</p> <ul style="list-style-type: none"><li>–Use of the dash</li><li>–Use of parentheses and square brackets</li><li>–Use of ellipsis points</li></ul> <p>5.1 Complete practice exercises on using dashes, parentheses, square brackets and ellipsis points, as assigned by your instructor.</p> <p>6. Review format, punctuation and rules for the citation of sources, including the following:</p> <ul style="list-style-type: none"><li>–italics/underlining and quotation marks in citation</li><li>–in-text citations</li><li>–bibliography and reference lists</li><li>–avoiding plagiarism</li></ul> <p>6.1 Complete practice exercises on the citation of sources, 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. Several of the elements studied in this Unit relate directly to quoting and citing sources in your research paper, so you will be expected to apply the knowledge gained here to your work in Unit 2.</p> <p>Your instructor will give you practice exercises for each of <b>5.1</b> and <b>6.1</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>