

NCLA 406B: SUPPLEMENTAL INSTRUCTION ENGLISH: SENTENCE-LEVEL EDITING & PROOFREADING IN CONTEXT

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2025
Units:	0
Hours:	60-360 hours laboratory total per quarter.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course Basic Skills, 1 Level Below Transfer
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Description

An open-entry, open-exit course for students who seek academic support in English. Through individualized instruction, including one-on-one tutorials by an English department instructor, an instructional aide, and trained peer tutors as available, students receive help on sentence level (writing) and vocabulary development (reading). Course provides instruction and/or review of sentence level reading/writing skills such as basic sentence patterns, style and flow, sentence mechanics, proofreading, spelling and vocabulary development through supplemental instruction developed in a referring course or courses as follows: ENGL C1000, C1001, 1B; NCEN 401A.

Course Objectives

The student will be able to:

- Practice acquisition of college level vocabulary in reading/writing assignments in referring course.
- Practice sentence combination in order to improve ability to edit in essays in referring course.
- Practice grammar, mechanics in order to improve ability to proofread their own work in referring course.
- Apply knowledge obtained to enhance learning in ENGL, NCEN, and/or courses across the disciplines requiring extensive reading, writing, and critical thinking.

Course Content

- Practice acquisition of college level vocabulary in reading/writing assignments in referring course
 - Individualized instruction
 - Identify unknown words while reading and process to acquire them into their vocabulary
 - Context clues
 - Word parts

- Dictionary
 - Etymology
- Apply to reading and include in writing where relevant
- Practice sentence combination in order to improve ability to edit essays in referring course
 - Individualized instruction
 - Learn structures looking for them in professional writing (from readings in referring course)
 - Practice combining sentences using structures, such as adjective clauses, verbal phrases, prepositional phrases, appositives, absolutes
 - Practice finding potential sentences to combine in their writing in referring course to improve variety and flow of writing
 - Practice grammar, mechanics in order to improve ability to proofread their own work in referring course
 - Individualized instruction
 - Practice in finding errors in their writing such as subject/verb agreement, homonyms, run-on sentence, fragments, articles, plurals, verb ending, punctuation, and count/non-count nouns
 - Practice in correcting errors in their writing such as subject/verb agreement, homonyms, run-on sentence, fragments, articles, plurals, verb ending, punctuation, and count/non-count nouns
 - Master concepts related to sentence mechanics and structure
 - Use online course management system: Canvas
 - Identify and use grammar and usage websites
 - Purdue Owl
 - Foothill English Department website
 - Identify and use appropriate computer software
 - Additional practice problems using software, e.g.: Cengage product: INSITE; WriteSpace for Developmental Writers; McGraw-Hill product: Easy Access Catalyst
 - Use individualized instruction
 - Apply knowledge obtained to enhance learning in ENGL, NCEN, and/or courses across the disciplines requiring extensive reading, writing, and critical thinking

Lab Content

- Practice and explore multiple strategies for forming a thesis and presenting supporting evidence.
- Practice and explore multiple strategies for writing transitions and organizing essays.

Special Facilities and/or Equipment

Internet access and computers.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Completion of homework as assigned by parent course instructor
Completion of additional exercises beyond those assigned by parent course instructor

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Work in groups
Work on computer
Individualized instruction

Representative Text(s) and Other Materials

Kaufman, Lester, and Jane Strauss. The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes, 12th ed.. 2021.

Hacker, Diane, and Nancy Sommers. A Pocket Style Manual with Exercises, 9th ed.. 2021.

Students will use textbook(s) from the referring course(s).

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Homework assignments: topics are assigned by course instructor
2. Completion of assignments both online and hand-written/word documents

Discipline(s)

English