

NCLA 407C: WRITING UNDER TIME CONSTRAINTS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Winter 2022
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

Offers students strategies, support, and practice in improving their writing skills under pressure (examples include SAT, GRE, TOEFL, and in-class writing assessments). Students will practice how to identify addressing the prompt, brainstorming, organizing their ideas, and writing them clearly and quickly.

Course Objectives

The student will be able to:

- Demonstrate ability to adapt the writing process to an abbreviated time frame.
- Analyze an essay prompt to understand what it is asking of the writer.
- Produce a written document, written under time constraint, that responds effectively to the prompt and that exhibits a clear thesis, coherent organization, and content appropriate to the question.
- Demonstrate the ability to apply knowledge to new concepts.

Course Content

- Demonstrate ability to adapt the writing process to an abbreviated time frame.
 - Plan time and follow the plan to successfully complete assignment.
- Analyze an essay prompt to understand what it is asking of the writer.
 - Recognize cues, and interpret and respond to key terms.
- Produce a written document, written under a time constraint, that responds effectively to the prompt and exhibits a clear thesis, coherent organization, and content appropriate to the question.
 - Learn to quickly proofread and correct known patterns of error before the time runs out.
- Demonstrate the ability to apply knowledge to new concepts.
 - Successfully complete an in-class essay or an essay required by an exam within the given time constraints.

Lab Content

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

Special Facilities and/or Equipment

Use of internet and computers.

Method(s) of Evaluation

- Homework as assigned by parent course instructor.
- Additional exercises beyond those assigned by parent course instructor.

Method(s) of Instruction

- Work in groups
- Individualized instruction
- Work on computer

Representative Text(s) and Other Materials

Ramage, John D., John C. Bean, and June Johnson. [The Allyn & Bacon Guide to Writing](#). 7th ed. 2014.

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

- Homework assignments: Topics are assigned by course instructor
- Completion of assignments both online and hand-written/word documents
- Additional course work:
 - Practice prompts provided by instructor that showcase basic and more challenging usage and grammar applications
 - Reading and annotating assigned sample prompts and responses

Discipline(s)

English and ESL