

**English 401 Progress Record**  
 SPRING 2012

Name: \_\_\_\_\_

Section : **4428** (Jamie Gerard T-Th)

Clock-in #: \_\_\_\_\_

Course ID: Gerard309562W

Welcome to the English 401 lab in the English & Study Skills Center (ESSC). This course is designed to support your work in English 301 by providing personalized instruction and a review of grammar and usage.

**Course Requirements & Policies**

- You should plan to spend two hours per week completing the lab assignments. All work for this course **must** be completed in the ESSC. Your attendance will be verified by the hours you are logged into the Timekeeper system using the clock-in number above.
- After you successfully complete an entire module, ask a staff member to record your score and initial below. Please do not record your scores yourself.
- A passing score on each exercise is 80%; a passing score for each section of the diagnostic post-test is 70%.
- If you have **any** questions, ask an ESSC staff member. We are here to teach you! If you attempt an exercise in MyWritingLab more than twice and do not pass it, please let us know. We will help you to learn the relevant concepts.
- To remain current in this course, you must complete the modules successfully by the due dates listed before them. Because sometimes emergencies arise, we will allow you to complete up to **three modules** after their due dates. No more than three late modules will be accepted.
- Students must complete all assignments listed on this lab card, and students who fall more than three lab modules behind may be dropped from this course, which will cause them to be dropped from English 301 also. Please be mindful of your lab obligations so that this does not happen to you.

Due Date	Assignment	Exercise	Score	Date	Lab Manual ✓	ESSC initials
Feb 9	<b>Diagnostic Pre-Test</b> Complete four assessments	Sentence Grammar				
		Punctuation and Mechanics				
		Usage and Style				
		Basic Grammar				
Feb 16	<b>Lesson 1: Capitalization and Final Punctuation</b> Watch two videos & do the exercises in the lab manual	Recall (capitalization)				
		Apply (capitalization)				
		Recall (final punctuation)				
		Apply (final punctuation)				
Feb 23	<b>Lesson 2: Easily Confused Words</b> Watch video & do the exercises	Recall				
		Apply				
Mar 1	<b>Lesson 3: Subjects &amp; Verbs</b> Watch video, do the exercises in lab manual and the write exercise	Recall				
		Apply				
		Write Exercise ✓				
Mar 8	<b>Lesson 4: Subject/Verb Agreement</b> Watch video & do the exercises in lab manual.	Recall				
		Apply				
Mar 15	<b>Lesson 5: Regular &amp; Irregular Verbs</b> Watch video & do the exercises	Recall				
		Apply				

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<b>Due Date</b>	<b>Assignment</b>	<b>Exercise</b>	<b>Score</b>	<b>Date</b>	<b>Lab Manual</b> ✓	<b>ESSC initials</b>
Mar 22	<b>Lesson 6: Sentence Structure</b> Watch video, do the exercises and do the write exercise.	Recall				
		Apply				
		Write Exercise ✓				
Apr 5	<b>Lesson 7: Fragments</b> Watch video & do the exercises	Recall				
		Apply				
Apr 12	<b>Lesson 8: Run-ons</b> Watch video & do the exercises	Recall				
		Apply				
Apr 19	<b>Lesson 9: Pronoun Errors</b> Watch three videos, do recall exercises, and complete the ESSC test (available at the desk). <b><u>Type "I passed the test" in the Write Exercise section when you have successfully completed the test.</u></b>	Recall (case)				
		Recall (reference)				
		Recall (agreement)				
		ESSC test (70% passing score)	A	B		
					C	
Apr 26	<b>Lesson 10: Commas</b> Watch video, do the exercises and do the write exercise.	Recall				
		Apply				
		Write Exercise ✓				
May 3	<b>Lesson 11: Apostrophes and Quotation Marks</b> Watch two videos & do the exercises in lab manual.	Recall (apostrophes)				
		Apply (apostrophes)				
		Recall (quotations)				
		Apply (quotations)				
May 10	<b>Lesson 12: Semicolons, colons, dashes and parentheses</b> Watch video, do the exercises in the lab manual, complete the ESSC test (available at the desk). <b><u>Type "I passed the test" in the Write Exercise section when you have successfully completed the test.</u></b>	Lab manual exercises				
		ESSC test (70% passing score)	A	B		
May 17	<b>Lesson 13: Misplaced or Dangling Modifiers</b> Watch video & do the exercises	Recall				
		Apply				
May 24	<b>Diagnostic Post Tests</b> Complete four assessments.	Sentence Grammar				
		Punctuation and Mechanics				
		Usage and Style				
		Basic Grammar				

*Bring this card with you every time you work in the ESSC. Please do not write on it.*

**When you have completed all the labs,  
you need to turn in this lab card at the ESSC desk.**