**RECOMMENDED PACING SCHEDULE**

**Week I**
--Register for the ENC 0020 SPI course.
--Go to the TCC Bookstore and purchase the required textbooks and manuals for the course.
--Survey all books and read through the manual.
--Read Chapter One (textbook), pp. 3-16.
--Contact the instructor at 201-8582 with immediate questions.

**Week II**
--Read Chapter Two (textbook), pp. 17-45.
--For practice complete all activities. These assignments DO NOT have to be turned in.
--Read pp. 411-418 on Subjects and Verbs and Sentence Sense.
--Complete and turn in the Review Test on p. 415.

**Week III**
--Read Chapter Three (textbook), pp. 47-78.
--Complete and turn in the following activities: Writing a Topic Sentence I, pp. 63-65; Recognizing Specific Details, pp. 67-69; Providing Specific Evidence, pp. 72-73.
--Read pp. 468-472 on Subject-Verb Agreement. Do the activities for practice.
--Complete and turn in Review Test I, p. 473; Review Test 2, pp. 473-474.

**Week IV**
--Read pp. 79-87.
--Complete pp. 93-94, Providing Transitions. Turn this in for grading.
--Read pp. 97-110.
--Complete and turn in the activity on pp. 110-111.

**Week V**
--Read pp. 450-455.
--Complete and turn in Review Test 1, p. 457; Review Test 2, pp. 457-458.
--Read pp. 459-463.
--Read pp. 131-139.
--For practice complete activities on pp. 144-146.
Week VI  --Read Chapter Eight, pp. 171-181.
--Complete Writing Assignment 3. This must be turned in before you take your first timed writing test.
--Go to the SPI Testing Center to take your first timed paragraph test. You will write an exemplification paragraph.
--Read pp. 420-422, 430-431 on Fragments.
--Complete Review Test 2, p. 433. Turn this assignment in for grading.

Week VII  --Read pp. 269-276 on arguing a position.
--Complete Writing Assignment I, pp. 188-190. Turn in rough drafts and final draft.
--Go to the SPI Testing Center for your second timed paragraph test. You will write an argumentative paragraph.
--Read pp. 435-445 on Run-ons and Comma Splices.
--Complete and turn in Review Test I, pp. 446-447.

Week VIII  --Read pp. 195-199 on Examining Cause and Effect.
--Complete Writing Assignment 3, p. 203. Turn in rough drafts and final draft.
--Go to the SPI Testing Center for your third timed paragraph test. You will write a cause and effect paragraph.
--Complete and turn in Review Tests on pp. 495-496, 501.

Week IX  --Read pp. 205-214 on Comparing or Contrasting.
--Complete Writing Assignment I, pp. 214-217. Turn in rough drafts and final draft.
--Go to the SPI Testing Center for your fourth timed paragraph test. You will write either a comparison or a contrast paragraph.
--Read pp. 97-99 on Parallelism.
--Complete and turn in the activity on pp. 98-99.
Week X --Read pp. 221-225 on Defining a Term.
--Complete Writing Assignment 2, pp. 227-229. Turn in rough drafts and final draft.
--Go to the SPI Testing Center for your fifth timed paragraph test. You will write a definition paragraph.
--Read pp. 475-479 on Pronoun Agreement and Reference.
--Complete and turn in Review Test 2, p. 481.

Week XI --Read pp. 257-262 on Narrating an Event.
--Complete Writing Assignment 3, pp. 265-266.
--Go to the SPI Testing Center for your sixth timed paragraph test. You will write a narrative paragraph.
--Pick up a sample Exit Test, Part One, from your instructor.
--Read pp. 482-487 on Pronoun Types.
--Complete and turn in Review Test on p. 487.

Week XII --Read pp. 488-491 on Adjectives and Adverbs.
--Complete and turn in Review Test on p. 492.
--Read pp. 569-577, 579-582.
--Complete and turn in Review Test I, pp. 577-578.

Week XIII --Read pp. 507-513.
--Complete and turn in Review Test I, p. 515.
--Read pp. 516-517.
--Complete and turn in Review Test, p. 518.

Week XIV --Read pp. 519-525.
--Complete and turn in Review Test I, pp. 526-527.

Week XV --Read pp. 528-534 on Quotation Marks,
--Read pp. 535-542 on Comma Usage.
--Complete and turn in the Review Test I, pp. 542-544.

Week XVI --Read pp. 545-549 on Other Marks of Punctuation.
--Complete and turn in the Review Test on p. 549.
Week XVII --Complete and turn in Editing Test 2, p. 595 and Editing Test 3, p. 596.
--Read pp. 293-300 on Writing the Essay.
--Begin working on your essay. Your topic will come from 8 A MAJOR DECISION, p. 310.
--Complete and turn in your outline and your introductory paragraph.

Week XVIII --Continue working on your essay.
--Once your outline and introductory paragraph have been approved by your instructor, work on the rest of the essay—supporting paragraphs and the concluding paragraph.

Week XIX --Contact your instructor to arrange the day and time you will take the final examination/exit test.
--Turn in your final draft essay. Your essay must be typed and doublespaced. Along with your final draft, include all rough drafts.

Week XX --Go to the SPI Testing Center to take the two-part final examination/exit test. You will have fifty minutes to complete each part.

*Remember that you MUST pass the course AND the final examination/exit test in order to move on. If you do not pass the exit test, you will not pass the course!!*