

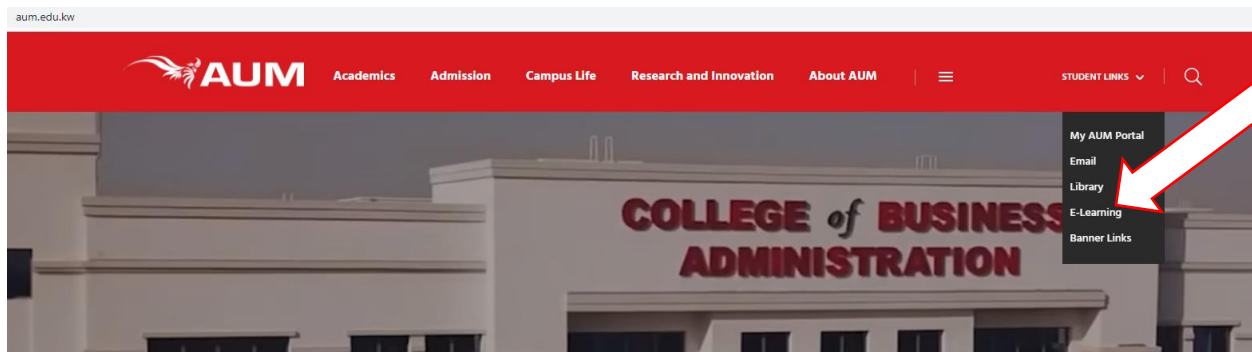
## ENGL100. Spring 2021

### Homework (10%)

### Guidelines

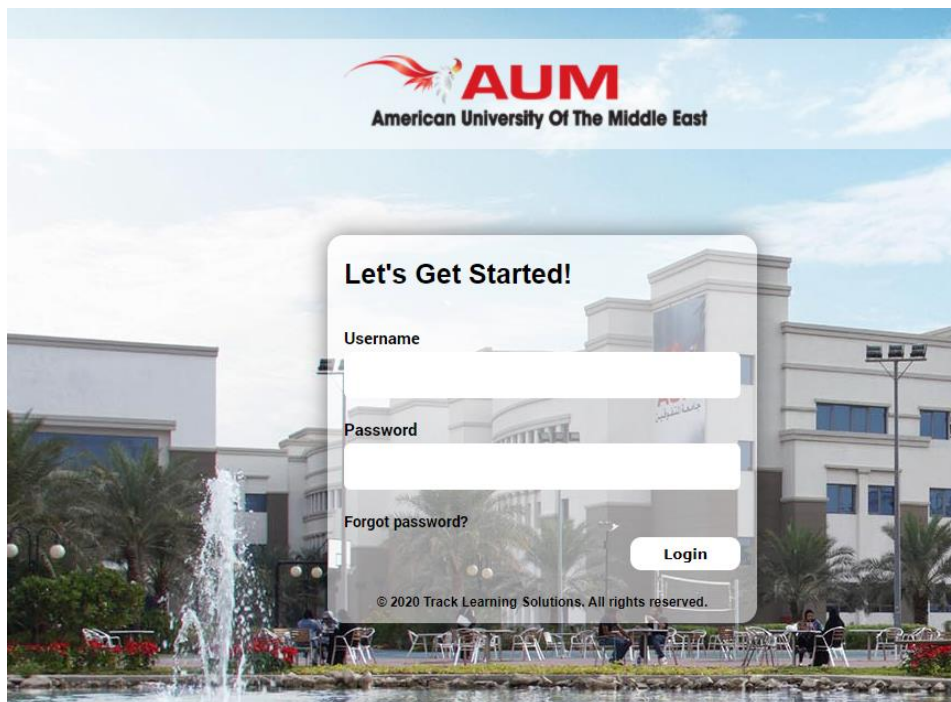
#### Step 1.

On the main AUM website, go to the students links and select “E-learning”.



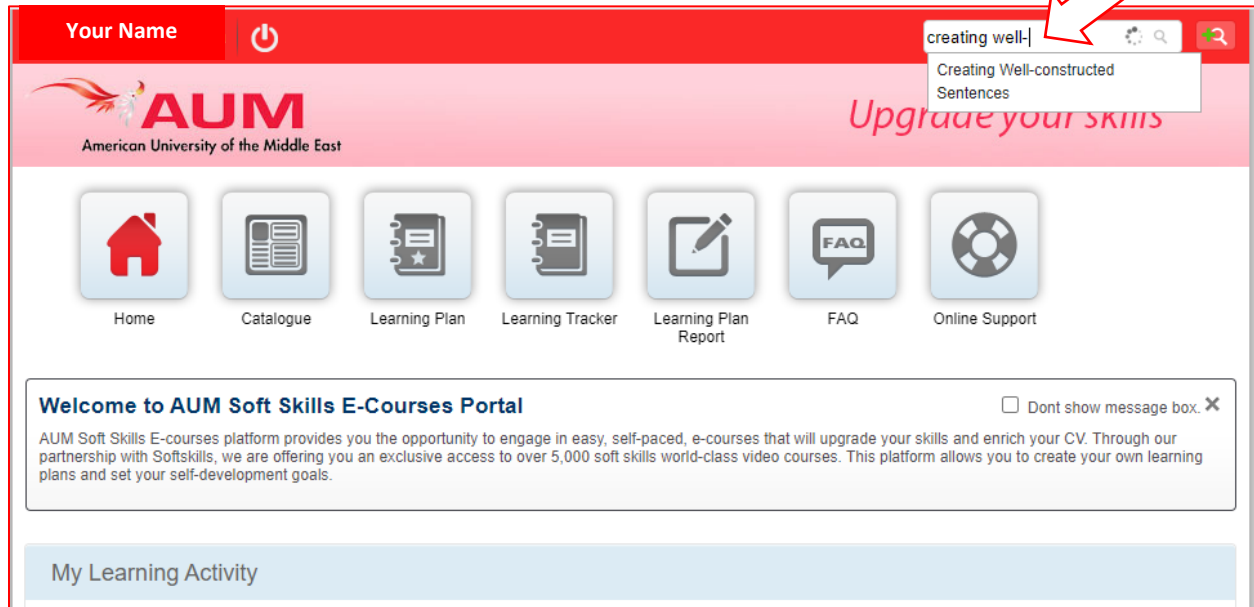
#### Step 2.

Log in by typing your username and password.



### Step 3.

Search for the course “Creating well-constructed sentences”.



The screenshot shows the AUM Soft Skills E-Courses Portal. At the top, there is a red header with "Your Name" and a search bar containing "creating well-". A dropdown menu shows the search results: "Creating Well-constructed Sentences". Below the header is the AUM logo and the tagline "Upgrade your skills". A navigation bar contains icons for Home, Catalogue, Learning Plan, Learning Tracker, Learning Plan Report, FAQ, and Online Support. A welcome message box is present, and a "My Learning Activity" section is at the bottom.

### Step 4.

Click “View” to see the details of the online course.



The screenshot shows the course details page for "Creating Well-constructed Sentences". The navigation bar is the same as in Step 3. Below it is a yellow banner with the search results. The course is listed as "1 Courses" and is ordered by "Alphabetically". The course title is "Creating Well-constructed Sentences", which is self-paced, in US English, and 36 minutes long. The course description is: "Syntax is the grammatical term for arranging words to create logical phrases, clauses, and sentences. Well-constructed sentences express an idea by using the parts of speech in a logical and clear order. A misplaced modifier might get a". A "View" button is located at the bottom right of the course card.


## Step 5.

Add the course to your learning plan to be able to complete the tasks.

### Creating Well-constructed Sentences

Business Skills Courseware > PROFESSIONAL EFFECTIVENESS > Communication Curriculum >

Practical Grammar for Business... ▼ More



acm\_04\_a05\_bs\_enus | Self Paced | US English

Training Hours	36 minutes
Status	Not Started
Total Duration	181 minutes
Attempts	5

**Abstract**

Course\_Description=Syntax is the grammatical term for arranging words to create logical phrases, clauses, and sentences. Well-constructed sentences express an idea by using the parts of speech in a logical and clear order. A misplaced modifier might get a chuckle out of the reader, but it doesn't help your reputation or that of your company. In this course, you'll review basic sentence construction, including how to develop sentences that are logical, clear, and powerful - the basis of any sound business document. The course examines the parts of a sentence - the subject and predicate, for example - and distinguishes between

[Add to Learning Plan](#)


## Step 6.

Start working on the course. If the course does not open, make sure the pop-up windows are allowed on your computer.

### Creating Well-constructed Sentences

Business Skills Courseware > PROFESSIONAL EFFECTIVENESS > Communication Curriculum >

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✔ Course is added to learning plan

[Launch](#) [Remove from Learning Plan](#)

## Step 7.

Watch the video tutorials and complete the exercises.

The screenshot shows a course interface with a table of contents on the left and a video player on the right. The table of contents includes the following items:

Item	Duration	Status
Course Overview	1 Minute	Completed
<b>Building Strong Sentences</b>	35 Minutes	Completed
Building Blocks of Sentences: Subject and Predicate	4 Minutes	Completed
Using Phrases and Clauses	4 Minutes	Not completed yet
Making Verbs and Subjects Agree	4 Minutes	Not completed yet
Ensuring Pronouns and Antecedents Agree	4 Minutes	Not completed yet
Fixing Sentence Fragments	3 Minutes	Not completed yet
Avoiding Comma Splices and Run-on Sentences	3 Minutes	Completed
Fixing Misplaced and Dangling Modifiers	4 Minutes	Not completed yet
Exercise: Building Strong Sentences	6 Minutes	Not completed yet
<b>Course Test</b>		Not completed yet

The video player on the right shows a video titled "Building Blocks of Sentences: Subject and Predicate" with a play button. A red arrow points to the "Completed" status of the video in the table of contents, and another red arrow points to the "Not completed yet" status of the "Using Phrases and Clauses" item.

## Step 8.

After you have viewed all the materials of the course, complete the exercise.

The screenshot shows a course interface with a table of contents on the left and an exercise page on the right. The table of contents includes the following items:

Item	Duration	Status
Course Overview	1 Minute	Completed
<b>Building Strong Sentences</b>	35 Minutes	Completed
Building Blocks of Sentences: Subject and Predicate	4 Minutes	Completed
Using Phrases and Clauses	4 Minutes	Completed
Making Verbs and Subjects Agree	4 Minutes	Completed
Ensuring Pronouns and Antecedents Agree	4 Minutes	Completed
Fixing Sentence Fragments	3 Minutes	Completed
Avoiding Comma Splices and Run-on Sentences	3 Minutes	Completed
Fixing Misplaced and Dangling Modifiers	4 Minutes	Completed
Exercise: Building Strong Sentences		Not completed yet

The exercise page on the right contains the following text:

**Exercise**

In this exercise, you'll demonstrate your understanding of how to build grammatically correct sentences to ensure your documents are clear and logical.

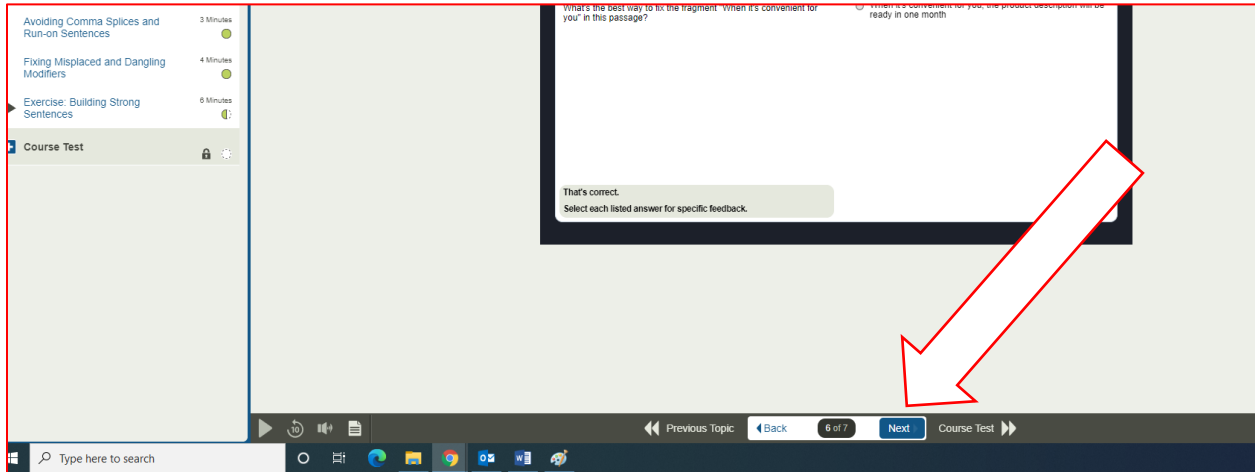
In this exercise, you'll demonstrate that you can

- identify the subject, predicate, phrases, and clauses of a sentence
- recognize when verbs and subjects and pronouns and antecedents agree, and
- identify how to fix common grammar issues in given sentences

A red arrow points to the "Not completed yet" status of the "Exercise: Building Strong Sentences" item in the table of contents.

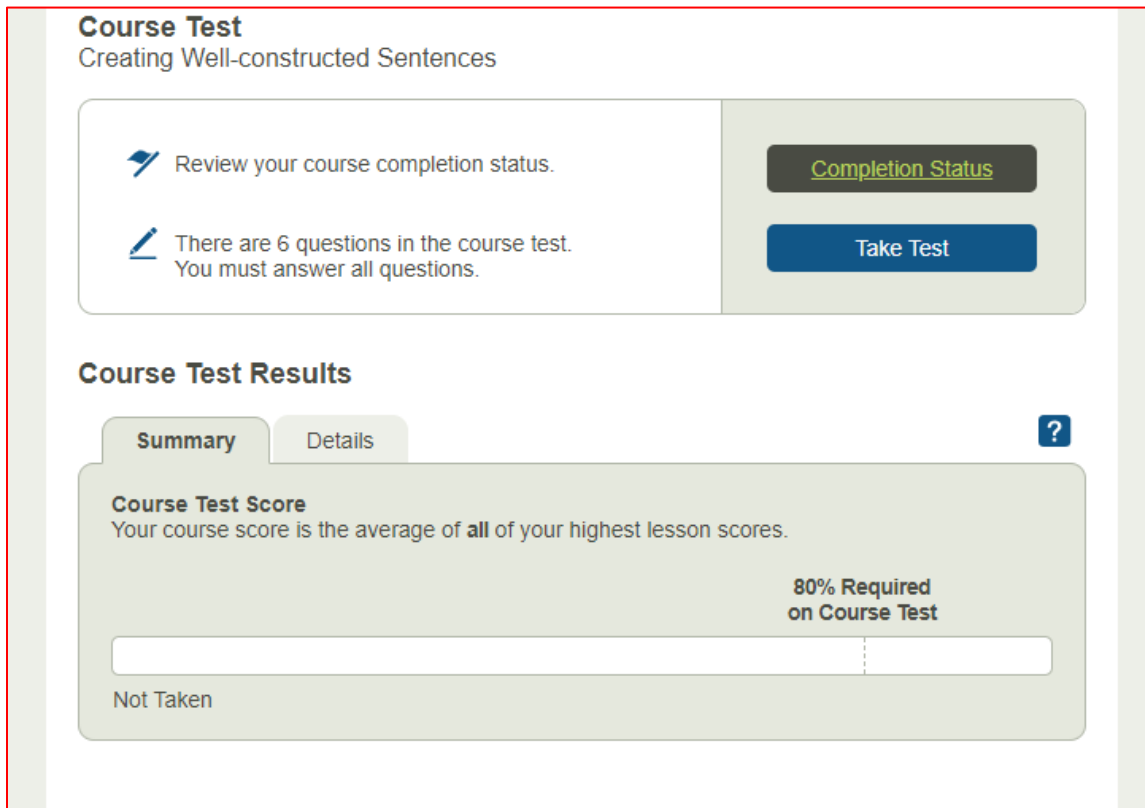
## Step 9.

Click “Next” after you have answered the question.



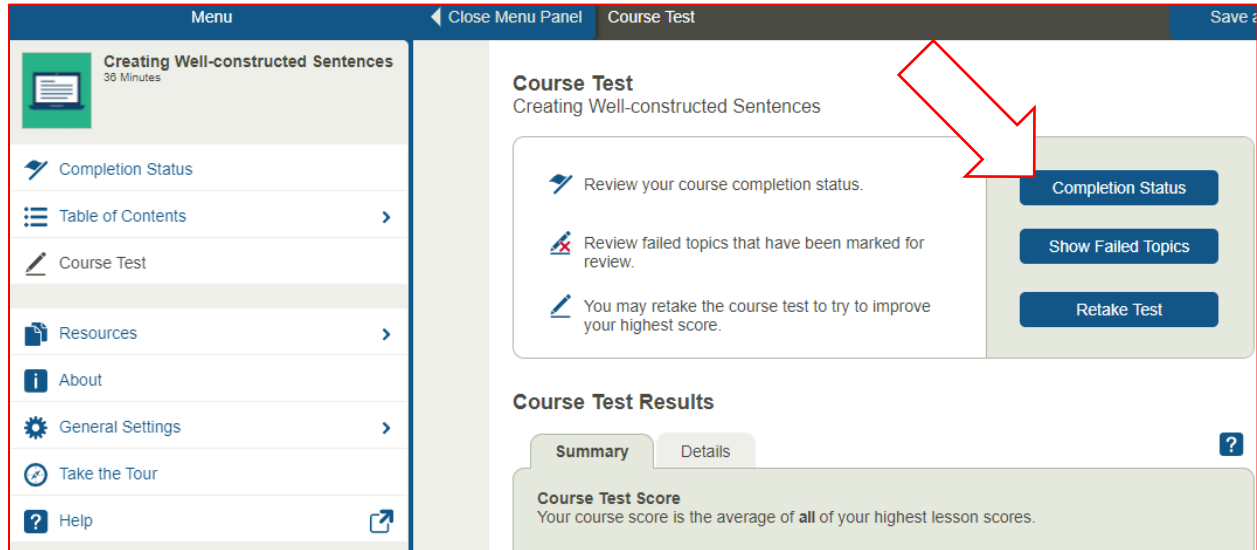
## Step 10.

After all the materials are reviewed, the course test will become available. 80% is sufficient to pass.

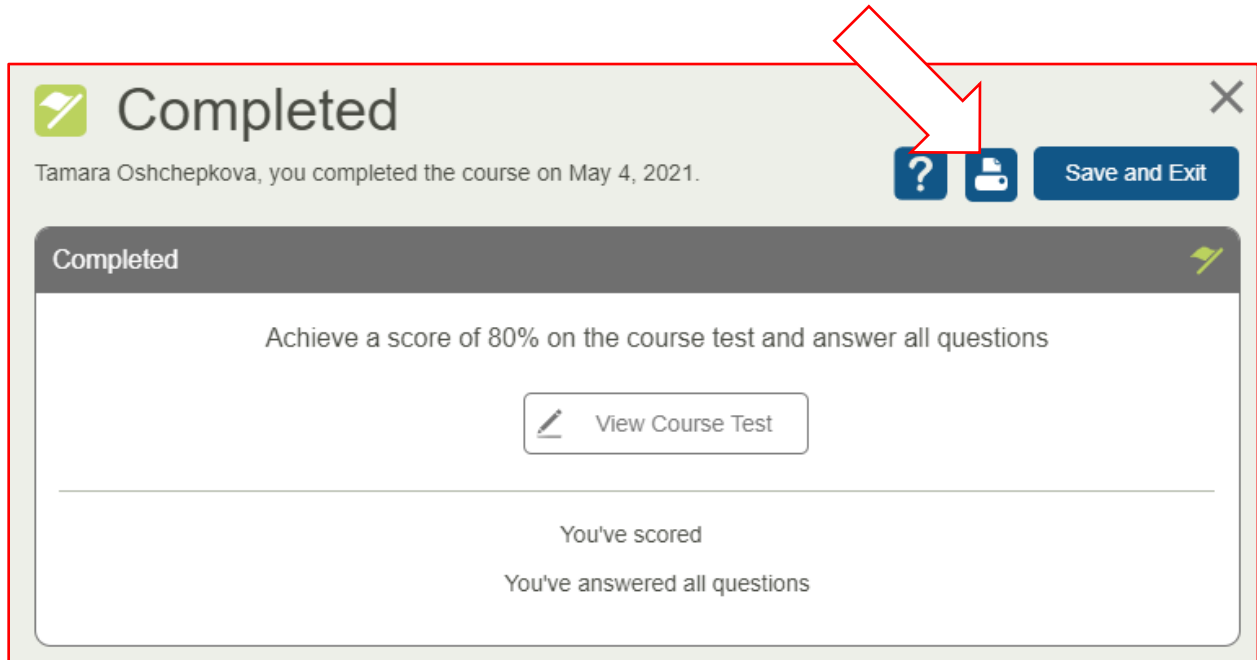


## Step 11.

After completing the test successfully (80% or above), take a screenshot of your Completion Status.



The screenshot shows the 'Course Test' interface for 'Creating Well-constructed Sentences'. The left sidebar contains a menu with options: Completion Status, Table of Contents, Course Test, Resources, About, General Settings, Take the Tour, and Help. The main content area is titled 'Course Test' and includes instructions to review completion status, failed topics, and retake the test. On the right side, there are three buttons: 'Completion Status', 'Show Failed Topics', and 'Retake Test'. A red arrow points to the 'Completion Status' button.



The screenshot shows a 'Completed' status screen for Tamara Oshchepkova, indicating the course was completed on May 4, 2021. The screen features a 'Save and Exit' button and a 'View Course Test' button. A red arrow points to the 'Save and Exit' button. The main content area displays the message: 'Achieve a score of 80% on the course test and answer all questions' and 'You've scored' followed by 'You've answered all questions'.

## Step 12.

Add the screenshot to the Answer sheet and submit it on Turnitin.

Print

### Completion Status Report

<b>Student Name</b>	Tamara Oshchepkova
<b>Course Title</b>	Creating Well-constructed Sentences
<b>Start Date</b>	May 23, 2019
<b>Completion Status:</b>	Completed - May 4, 2021
<b>Completion Criteria :</b>	Achieve a score of 80% on the course test and answer all questions
<b>Test Score :</b>	You've scored
<b>Answer All Questions :</b>	You've answered all questions

### Test Scores

	First	Current	Highest
<b>Course Test</b>			
<b>Lesson 1: Building Strong Sentences</b>			
Building Blocks of Sentences: Subject and Predicate			
Using Phrases and Clauses			
Making Verbs and Subjects Agree			
Ensuring Pronouns and Antecedents Agree			
Fixing Sentence Fragments			
Avoiding Comma Splices and Run-on Sentences			
Fixing Misplaced and Dangling Modifiers			
Exercise: Building Strong Sentences			