



UNIVERSITY OF PUERTO RICO  
ENGLISH DEPARTMENT

WWW.UPRC.EDU

(787) 257-0000 EXT. 3258/3304

REVISED 2022

BASIC COURSES		
Code	Course	Credits
INGL 0080	Pre-Requisites: A score of 450 or less on the English part of the CEEB.	3
Pre-Basic	This is a preparatory course designed to enable students who have scored 450 or less on the English part of the CEEB to successfully complete their English requirements by developing listening, speaking, reading, and writing skills. It also aims to modify students' attitudes toward the learning of English, easing the transition between high school and university-level English courses. This course is offered face-to-face, hybrid, and online.	
INGL 3101	Pre-Requisites: A score from 451 to 580 on the English part of the CEEB or a passing grade in INGL 0080.	3
Basic English I	English 3101 is an intensive course in the fundamentals of the grammatical structures of English. Emphasis on oral and written skills, reading for comprehension, and vocabulary building. The grammatical structures presented in class are reinforced through oral drills and laboratory practice. This course is offered face-to-face, hybrid, and online.	
INGL 3102	Pre-Requisites: INGL 3101	3
Basic English II	English 3102 is a continuation of English 3101. It is an intensive course in the fundamentals of the grammatical structures of English. Emphasis in oral and written skills, reading for comprehension, and vocabulary building. The grammatical structures presented in class are reinforced through oral drills and laboratory practice. This course is offered face-to-face, hybrid, and online.	
INGL 3103	Pre-Requisites: Score of 581 or higher on the CEEB English Test or authorization by the department's chairperson.	3
Intermediate English I	In the Intermediate English course, essays and short stories are analyzed and used as a means to encourage class discussion, written communication focusing on the paragraph, and constant practice in the use of the language. Two novels are required as independent reading. This course is offered face-to-face, hybrid, and online.	

LITERATURE COURSES		
Code	Course	Credits
INGL 3221	Pre-Requisites: INGL 3102 or INGL 3104	3
Introduction to Literature I	English 3221 develops an appreciation of literature particularly short stories, essays, and novels through close readings and analysis of various examples of the genres. The literary analysis is complemented with class and group discussions and analytical writing ranging from paragraphs to essays. This course is offered face-to-face, hybrid, and online.	
INGL 3222	Pre-Requisites: INGL 3221	3
Introduction to Literature II	English 3222 is designed to introduce the students to genres of the novel, drama, and poetry. By studying important Works by writers of culturally diverse backgrounds, students gain experience reading, analyzing and interpreting literature with a final term paper on a literary topic. The course establishes connections between literature and other areas of arts and communications. This course is offered face-to-face, hybrid, and online.	
INGL 3201	Pre-Requisites: INGL 3102	3
Composition and Reading I	English 3201 is designed for second year students who have already taken English 3101 and 3102.. The course is a study of advanced grammar techniques, sentence structure, and the mechanics of writing. Also, emphasis is given to paragraphs and compositions based on a minute analysis of selected paragraphs and readings and to the acquisition of information and technology skills. This course is offered face-to-face, hybrid, and online.	
INGL 3202	Pre-Requisites: INGL 3201	3
Composition and Reading II	This course is for second year students who have already taken English 3201. The course is a study of advanced grammar techniques. Emphasis is given to composition based on a minute analysis of selected readings and the creation of a final term paper. The course integrates the teaching of information and technology skills. This course is offered face-to-face, hybrid, and online.	
INGL 3021	Pre-Requisites: INGL 3102 or INGL 3104	<u>3</u>
Oral and Written English I	This course offers intensive oral and written practice with emphasis placed on pronunciation, intonation and rhythm; complementary written exercises are utilized. Phonetic representations of sounds are introduced. Laboratory work is used to provide intensive oral practice.	
INGL 3022	Pre-Requisites: INGL 3021	<u>3</u>
Oral and Written English II	This course is the continuation of INGL 3021, designed to further develop the students' command of pronunciation, intonation, and phonetic representations of English and Spanish. Phonemes that present difficulties to Spanish speakers are reinforced along with complementary written and oral exercises. Laboratory work is used to provide intensive practice.	

BUSINESS COURSES		
Code	Course	Credits
INCO 3005	Pre-Requisites: INGL 3102 or INGL 3104	3
Business Communication I	This course is for second year students from Business Administration, Office Systems, Hotel/Restaurant Management, and Graphic Arts/ Advertising Departments. Advanced grammatical structures are reviewed, emphasizing skills needed for business letter writing. Business terminology is also emphasized throughout the course. PowerPoint presentations are included in this course. This course is offered face-to-face, hybrid, and online.	
INCO 3006	Pre-Requisites: INCO 3005	3
Business Communication II	This course is the study of the more advanced principles and skills needed in business communication in English. The course is for second year students from Business Administration, Office Systems, Hotel/ Restaurant Management, and Graphic Arts/ Advertising Departments. Advanced grammatical structures are reviewed, emphasizing skills needed for business letter writing. Business terminology is also emphasized throughout the course. An electronic portfolio and PowerPoint presentations are included in this course. This course is offered face-to-face, hybrid, and online.	
INCO 4006	Pre-Requisites: INCO 3005-3006	3
Report Writing	This course is designed to provide training in the fundamental techniques of business communication through written and oral reports. Special attention is given to the procedures employed in report writing. Emphasis is given to the objectivity and organization of the reports. These reports must be based on facts and must be classified using research methods. A research paper is required at the end of the course. This course is offered face-to-face, hybrid, and online.	

BASIC COURSES		
Code	Courses	Credits
INGL 3104	Pre-requisites: INGL 3103	3
Intermediate English II	English 3104 is a continuation of English 3103. In the Intermediate English course, essays and short stories are analyzed and used as a means to encourage class discussion, written communication focusing on the essay, and constant practice in the use of the language. Two novels are required as independent reading. This course is offered face-to-face, hybrid, and	

SPECIFIC WRITING COURSE		
INGL 3236	Pre-requisites: INGL 3102 or INGL 3104	3
Scientific Writing	Recommended for science majors and for all students who must use scientific materials. Reading and writing about the abroad spectrum of scientific materials concentrating on writing technical reports. Practice in writing descriptive theoretical, and analytical report with an emphasis on synthesizing information from scientific materials written by others. This course is offered face-to-face and hybrid.	

CONVERSATIONAL COURSES		
Code	Courses	Credits
INGL 3031	Pre-requisites: INGL 3102 or INGL 3104	3
Conversational English I	This course is designed to develop accuracy and fluency in oral English in the future tourist guide. The focus is on tourist related vocabulary and topics, such as geography, history, and cultural aspects. This course is offered face-to face and	

INGL 3032	Pre-requisites: INGL 3031	3
Conversational English II	This course is a continuation of INGL 3031, designed to develop accuracy and fluency in oral English in the future tourist guide. The focus is on tourist related vocabulary and topics, such as geography, history, and cultural aspects. This course is offered face-to face and hybrid	

INCO 4015	Pre-requisites: INGL 3102 or INGL 3104	3
Conversational English	This course is designed to help students increase their self-confidence, fluency, and accuracy in spoken English. Emphasis is on pronunciation, vocabulary, and helping students progress from simple conversations to dialogues involving specialized words and usage, and finally to organization and deliverance of oral presentations and dialogues. This course is offered face-to-face and hybrid.	

BUSINESS COURSES		
Code	Courses	Credits
INGL 3116	Pre-Requisites: INGL 3102 or INGL 3104	3
Compendium of Commercial Communication	This course is an intensive study of business correspondence including memos, e-mails, business letters, employment letters, resume, and short business reports. It motivates students to engage in conversational and public speaking activities to develop self-confidence and excellent communication skills. This course is offered face-to-face, hybrid, and online.	

INCO 4035	Pre-requisites: INGL 3102 or INGL 3104	3
Business Translation	This course provides the student with the principles of translation in business communication from Spanish to English and from English to Spanish respectively. This course also creates student awareness of the importance of coherent translation and accurate meaning. Special emphasis will be placed on the following areas: practical business expression, problems arising from cultural and language interference, confusing words, transitional expressions and English conversation. This course is offered face-to face and hybrid.	

SPECIFIC PHONETIC COURSE		
INGL 3035	Pre-Requisites: INGL 3102 or INGL 3104	3
Phonetics of American English	This course serves as an introduction to the phonemic principle and methods of phonemic analysis, and their application to the sound system of the English language. It is designed for second year students who are prospective elementary school teachers. Pronunciation, rhythm and intonation are taught through the use of the phonetic transcription; particular emphasis is given to those aspects which present difficulty for Spanish dominant students. This course is offered face-to face and hybrid.	

CONVERSATIONAL COURSES		
Code	Courses	Credits
INCO 3025	Pre-Requisites: INGL 3102 or INGL 3104	3
Conversational English for Secretaries	This course is designed for students enrolled in the Office Systems Program. Emphasis is placed on the development of the students’ ability to understand and to express themselves orally in improvised situations related to office routines. This course is offered face-to-face and hybrid.	

INCO 4055	Pre-Requisites: INCO 3025	3
Advanced Conversational English	INCO 4055 is designed for students in the Office Systems Program. It is directed toward the development of advanced communication skills in English related to the office environment. This course is offered face-to-face and hybrid.	