



## DEPARTMENT OF HUMAN SERVICES

### COURSE OUTLINE -

HS 1130 English, Section A Fall 2011 Section B2 Monday & Friday 10:00 am to 11:20 am. Section A2 Monday & Friday 1:00 pm to 2:50 pm Rm. E 311

[CLICK HERE TO ENTER TEXT.](#)

**INSTRUCTOR:** Wenda Housego      **PHONE:** 780-539-2703  
**OFFICE:** E401-5      **E-MAIL:** [whousego@gprc.ab.ca](mailto:whousego@gprc.ab.ca)

**OFFICE HOURS:** Available with appointment.

**PREREQUISITE(S)/COREQUISITE:** English 30-1, English 33 or consent of instructor. Notes:

Students with previous credit in D1130 will not also receive credit for HS1130.

### REQUIRED TEXT/RESOURCE MATERIALS:

The Bare Essentials Plus 4th ed. Nelson, Canadian Dictionary (For work at home; not necessary in class), *A binder for handouts, plenty of paper and a small notebook for journaling.*

### CALENDAR DESCRIPTION:

This is a college level course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication. Course work will include lecture, in-class activities, writing assignments, group work, role play, presentations, and quizzes/exams. In preparation for each class, students will be responsible for assigned readings and practice exercises.

**CREDIT/CONTACT HOURS:**

**(3-0-0) 45 Hours**

**DELIVERY MODE(S):**

**Available on campus and also available by distance delivery.**

**OBJECTIVES (OPTIONAL):**

**To improve communication skills, both written and oral, by mastering a variety of writing and speaking challenges, and thoroughly reviewing the mechanics of grammar and style.**

**TRANSFERABILITY:**

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**GRADING CRITERIA:**

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>Fail</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**EVALUATIONS:****Grading Writing Assignments 20%****Research Essay 20%****Presentation 10%****Quizzes 30%****Exams 20%****Examinations: There will be a Mid -Term & Final Exam.**

## STUDENT RESPONSIBILITIES:

The readings on the outline are to be read in preparation for the class date by which they are listed. Use the exercises within each reading as practice; check your work with the answers in the back of the text, and if you need more practice, do more. This procedure will help you succeed on each day's quiz. Don't let the idea of a quiz scare you. There will be a review of the material, as well as time for questions from the homework, before each quiz. After this portion of class time, there will be a variety of interactive activities, including writing assignments, role play, and discussions. Late assignments will be penalized and missed quizzes will not be made up, except in the event of illness or an emergency absence. Always talk to me if you need to be absent, or if your circumstances cause you to fall behind in class. It is the responsibility of the student to keep up with all assigned work, either reading or writing. Being prepared for class is expected, even after an absence. For backup, look around the room, select one or two reliable looking people, and exchange phone numbers.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

<b>HS1130</b>			
<b>Date : 2013-Fall</b>	<b>Topic</b>	<b>English</b>	<b>Reading</b>
<b>Test /Assignment</b>			
Sept. 6	Introductions, Student /instructor expectations. Warm-up/Autobiography Sentence	Review Course Outline Ch.1	Journal- Quotes Autobiography- Journal Diagnostic Quiz
Sept.9 -- Sept.13	Subject/Predicate Spelling Discuss / Reading Comprehension	Ch. 1 & 2	Simple Subject/Predicate Spelling Presentation

			Journal
Sept. 16- Sept.20	Parts of Speech Nouns/Verbs, Verb Tenses Discuss / Reading Comprehension	Ch. 1, 2 & 7	Descriptive Essay Nouns/Verbs (PP) Presentation Journal
Sept.23- Sept.27	Pronouns Discuss / Reading Comprehension	Chs.1, 2 & 7	Thesis Statements Pronouns Presentation Journal
Sept.30-Oct.4	Review, Punctuation Essay Outline Discuss / Reading Comprehension	Ch. 2, 3 & 7	Essay Outline Activity Verb Tenses /Quiz Presentation Journal
Oct.7-Oct.11	Paragraphs, Thesis,Outline APA Discuss / Reading Comprehension	Ch. 3,4, 5 &7	APA Presentation Journal <b>Mid-Term Oct.18<sup>th</sup></b>
No class Oct.14 Oct.15 -Oct. 18	Object/Adverbs/Adjectives References Discuss / Reading Comprehension	Ch.3, 4, 5 & 7	Grammar Quiz Presentation APA Review Journal
Oct.21- Oct.25	Commas/Colon/Semi-Colon Oral Presentations	Ch. 3,4,5& 7	Essay Due Presentation

	Discuss / Reading Comprehension		Oral Presentation Topic Journal
Oct.28- Nov.1	Clauses/Parallel/Conjunctions Oral Presentations / Powerpoints Discuss / Reading Comprehension	Ch.7	Grammar Quiz Presentation Oral Presentation Outline Journal
Nov.4- Nov.7 No class Nov.8	Illusion/Analogy Discuss / Reading  Comprehension	Ch.7	Presentation Grammar Quiz Oral Presentations / Powerpoints Journal
Nov1.2-Nov.15 No class Nov.11	Business Letter/Cover Letter Discuss / Reading Comprehension Oral Presentations		Business Letter (cover letter) Resume Presentation Journal
Nov.18-Nov.22	Resume Oral Presentations		Resume Due Presentation Business Letter Due Journal
Nov.25- Nov.29	Oral Presentations		<b>Oral Presentations</b>
Dec.3-Dec.6	Oral Presentation		<b>Oral</b>

			<b>Presentations</b>
Dec.10			<b>Final Exam</b>