

1985-86

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 101 - BASIC COMPOSITION

TEXTS:

1. Essay Writing for Canadian Students,
2nd Ed., Stewart (Prentice-Hall, 1985)
2. Business English for the 80's, 2nd Ed.,
Barry (Prentice-Hall, 1985)
3. A good Dictionary (Random House)

PREREQUISITE:

English 20 or consent of instructor.

COURSE
DESCRIPTION:

Analytical processes (comparison-contrast, cause-effect, definition) in written communication. Researching skills. Grammar, spelling and punctuation.

COURSE
OBJECTIVES:

Successful completion of the course should enable the student to:

1. Write clear thesis statements.
2. Plan essays by constructing rough and formal outlines.
3. Write paragraphs unified by topic sentences.
4. Stick to the point rather than wandering off the topic.
5. Organize an essay into a series of well connected paragraphs.
6. Use effective transitions between paragraphs.
7. Support opinions with adequate details, examples, reasons or arguments.
8. Express opinions subjectively using rhetorical skills of communication.
9. Present facts objectively.
10. Argue logically on the basis of facts or evidence
11. Analyze problems through writing as well as discussion.
12. Write clear error-free sentences.
13. Improve proofreading skills.
14. Vary sentence structure for rhetorical effect.
15. Communicate ideas clearly.

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16. Revise writing for greater clarity, conciseness, etc.
17. Use words correctly with careful attention to both denotation and connotation.
18. Write with awareness of and sensitivity to audience
19. Write smooth introductions and effective conclusions.
20. Write narrative, descriptive, expository and argumentative or persuasive prose.
21. Employ patterns of exposition such as definition, comparison/contrast, classification, cause and effect, etc.
22. Maintain a consistent and clearly defined point of view.
23. Think, speak and write logically, avoiding fallacies.
24. Develop college level research skills.
25. Master basic grammar.
26. Write with increased confidence.
27. Acquire greater familiarity with the conventions of Business English.
28. Deliver an effective oral presentation.
29. Improve creative abilities.

GRADING:

1. Assignments are due on the dates set by the instructor. Assignments may be handed in early; but only in exceptional circumstances may assignments be handed in late without penalty.

2. The final course grade is determined by the following scale:

1st Essay (750 - 1000 words)	10%
DUE Friday, October 4	
2nd Essay (750 - 1000 words)	15%
DUE Friday, November 1	
3rd Essay (2000 Word Research Paper)	30%
DUE Monday, December 2	
Exercises and Participation	20%
Final In-Class Essay	25%
(during final Lab Class)	

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3. All grades will be expressed in stanine.
4. Rewrites are allowed on the first two papers. Rewrites of the same paper will be allowed if your paper receives a failing grade; rewrites of the assignment (i.e. a new paper) are acceptable if your paper received a grade of 4 or higher. However, no rewrites will be allowed on the final research paper.

COURSE
CONTENT:

Students will learn patterns of exposition with emphasis on essay composition. The structure of the essay will be studied in terms of thesis statement, unity, coherence, clarity, paragraph development and effective organization. Critical reading, analysis, discussion and evaluation of prose models will reinforce the principles of good writing. Basic grammar and standard English usage will also be taught as practical guidelines to correct expression. Finally, students will learn research skills necessary for success in the Administrative Studies programme.

FORMAT:

Throughout the course, lectures, class discussion, group interaction, exercises in grammar and composition, review tests and some oral participation will take place. The average class will consist of a brief introductory lecture followed by discussion of prose models, and practice writing prose in the classroom. Generally speaking, the class will be run on a "workshop basis" with students expected to participate actively. Reading and essay assignments will also be required of students outside of class time.

Individual work with the instructor on specific compositions is necessary and expected.

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- ATTENDANCE:
1. Classroom attendance is mandatory. Excessive absenteeism (defined as more than three unexcused absences) may result in your grade being reduced by one stanine. At the instructor's discretion, you may be forced to withdraw from the course with a grade of ABF after final withdrawal deadline.
 2. Any assignments missed during your unexcused absence are recorded as zero.

- PUNCTUALITY:
1. Chronic lateness will not be tolerated.
 2. Occasional lateness is no problem providing you do not arrive more than five minutes late; if you are more than five minutes late, please do not disturb the class.