

expected to be completed and handed in at the time specified. In order to have late assignments considered for grading, you must make **prior arrangements** with the instructor. If you have a legitimate excuse for not being in class during a test, please discuss the matter with the instructor. If you miss more than 10 classes per semester in any course, you may be debarred from the final exam for that course.

Important Dates: March 15 is the last day for withdrawing with permission from this course. Withdrawing after this date will result in a failing grade. The last day of classes is April 12, 2011. Exams will be held April 14-27.

Grading Criteria: This course is graded as CREDIT/NO CREDIT. A student must achieve a final passing mark of 50% on assignments/tests, complete all required course work, and maintain satisfactory attendance. Frequently, you may be required to re-do or make corrections in your work.

Statement on Plagiarism:The instructor reserves the right to use electronic plagiarism detection services. You are expected to be familiar with the College policy on student academic conduct addressed in the Grande Prairie College Academic Calendar 2010/2011.

Course Schedule

(Each unit is approximately 9 days)

Unit 1 Essential Reading Skills

Reading Actively (pages 1-19)

- Starting with a positive attitude
- Previewing before you read
- Guide Questions
- Putting your positive attitude to work
- New Vocabulary (p. 11, p. 25)

Building English Skills Workbook

- Parts of a Sentence

UNIT 1 TEST _____

- Unit 2** **Essential Reading Skills**
Using Your Dictionary (pages 35-52)
- Abbreviations
 - Pronunciation
 - Etymology
 - Restrictive and multiple meanings
 - Spelling
 - Idioms
 - New Vocabulary (p. 51, p.63)

Building English Skills Workbook

- Using Verbs
- Synonyms and antonyms

UNIT 2 TEST _____

- Unit 3** **Essential Reading Skills**
Building Vocabulary: Using Context Clues
(pages 71-89)
- What is context?
 - Types of context clues
 - Using all of the context clues
 - Vocabulary (pp.91-92)

Building English Skills Workbook

- Using Nouns

UNIT 3 TEST _____

- Unit 4** **Essential Reading Skills**
Building Vocabulary: Using Word Parts
(pages 103-123)
- What are word parts?
 - Prefixes
 - Roots
 - Suffixes
 - Using word parts
 - Vocabulary (p. 115, p. 122)

Building English Skills Workbook

- Capitalization

UNIT 4 TEST _____

