

ENGLISH 0135 COURSE OUTLINE
Winter Semester, January, 1997
M, W, F - 2:00-2:50 p.m.

ACADEMIC UPGRADING DEPARTMENT
GRANDE PRAIRIE REGIONAL COLLEGE

INSTRUCTOR: Doris Wlad
Office: C304 Phone: 539-2902

TEXTS: Building English Skills, McDougal, Littell
(Yellow Level)

PREREQUISITE: EN 120, EN 125, or acceptable placement test score.

COREQUISITE: EN 0135AS1 which will consist of LL0133 (Sentence Skills), LL0136 (Mechanics in Writing) and LL0139 (Comprehension)

COURSE DESCRIPTION:

The course is designed for students who need a senior high school general diploma in English. This course is an alternative to EN 0130 for those students who do not require an advanced high school diploma. The emphasis is on the practical use of English. There is a literature component but most of the course deals with improving written and oral communication. Some business writing is included.

CONTENT:

Research and Communication

◆ Effective Communication

- listening
- speaking
- working in groups

◆ Critical Thinking

- recognizing propoganda techniques
- recognizing fallacies

◆ Library Research

- finding information
- evaluating information
- summarizing information
- integrating information

- ◆ Presenting Information Orally
 - public speaking
- ◆ Writing With a Purpose
 - writing different types of paragraphs
 - writing paraphrases and summaries
 - writing a composition
- ◆ Writing a Report Based on Research
 - using a variety of materials
 - outlining
 - quoting
 - citing
 - revising and editing

Business Communication

- ◆ Social Business Letters
 - making requests
 - thank-you letters
 - addressing the envelope
- ◆ Claim Letters
- ◆ Resumes and Cover Letters
- ◆ Job Interviews
- ◆ Conducting and Recording a Meeting

Literature

- ◆ Essays/short stories

EVALUATION:**TENTATIVE ASSIGNMENTS and TESTS:**

| | |
|-----|--|
| | Library assignments |
| | Group work |
| 10% | Preparation for class discussion |
| | Attending a public meeting |
| 10% | Writing - paragraphs/compositions |
| | - a precis - a magazine article |
| | - a newspaper story |
| | - a part of a book |
| 5% | Propaganda and fallacies quiz |
| 5% | Debate or speech |
| 20% | Research report/essay/personal responses |
| 5% | Vocabulary lists |
| 10% | Business writing |
| | Interview preparation |
| 5% | Test on literature taken |
| 30% | Final |

NOTES:

You may rewrite major assignments after consultation with me for a maximum of 70%. Late assignments will not be accepted unless time changes are necessary due to excusable reasons (health, family) and prearranged beforehand. If you have habitually poor attendance, you will not be allowed to make up the in-class assignments or tests.

| 9 - POINT GRADE | PERCENTAGE EQUIVALENCE | DESIGNATION |
|-----------------|------------------------|-------------|
| 9 | 90 - 100 | |
| 8 | 80 - 89 | EXCELLENT |
| 7 | 72 - 79 | |
| 6 | 65 - 71 | GOOD |
| 5 | 57 - 64 | |
| 4 | 50 - 56 | PASS |
| 3 | 45 - 49 | FAIL |
| 2 | 26 - 44 | |
| 1 | 0 - 25 | |