

Instructor: Doris Wlad
Office: C304 (539-2902)

FEB 14 1998

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING**

GRANDE PRAIRIE
LIBRARY
REGIONAL COLLEGE

ENGLISH 0135

COURSE OUTLINE

Winter Semester, January, 1998
M, W, F, 2:00-2:50 p.m. T and TR 2:30-3:20
Seminar - Fridays 11:00-11:50 a.m.

TEXTS: Building English Skills, McDougal, Littell (Purple Level) with accompanying Skills Practice Book.

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

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. A section on business writing is included.

CONTENT:

- ◆ Effective Communication
 - listening
 - presenting information orally
 - working in groups
- ◆ Mechanics in Writing
 - improving skills in grammar and punctuation
- ◆ Effective Sentence Construction and Paragraph Development

- ◆ Writing With a Purpose
 - writing different types of paragraphs
 - writing paraphrases and summaries
 - writing a composition (two paragraph)
 - writing a short expository essay

- ◆ Library Research
 - finding information
 - evaluating information
 - summarizing information
 - integrating information

- ◆ 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
 - following parliamentary procedures

- ◆ Development of Reading Comprehension and Critical Thinking
 - recognizing between topic, main idea and supporting details
 - using transition words
 - recognizing patterns of organization
 - distinguishing and evaluating facts and opinions
 - evaluating inductive and deductive arguments
 - recognizing fallacies in argument and persuasion

- ◆ Vocabulary Development

- ◆ Language and Techniques of Literary Criticism
 - writing about a short story
 - writing about a poem

GRADING/EVALUATION:**ASSIGNMENTS and TESTS:**

5%	Library assignments Group work Preparation for class discussions
10%	Effective communication -oral presentations
20%	Mechanics in writing Writing - paragraphs/compositions - a precis of a magazine article - a summary of a newspaper story - an essay
10%	Report writing based on research
10%	Business writing Interview preparation Parliamentary procedures
5%	Vocabulary lists
10%	Reading comprehension and critical thinking Language and techniques of literary criticism
30%	Final

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	

INSTRUCTOR'S POLICY:

Absences, no matter how justified, do not excuse you from having to do the work. Even if you are not in class, you are still expected to find out from me or your classmates what the assigned work was, to cover the material, do the assignments, and hand them in.

Attendance is compulsory. Please do not make medical, legal or business appointments during class times. You would not do this on the job; do not do it in college. If you cannot avoid being absent from class, please inform me (phone call or office visit) and make arrangements for assignment completion.

Absence during a test will result in a mark of zero. If you cannot be present at the exam, please make alternate arrangements with me **BEFORE** the exam date.

Unless you make arrangements with the instructor **prior to** the absent date, late assignments will not be accepted. **If you know you are going to be away, hand the assignment in early.**

Rewrites for major assignments may be permitted after consultation with me. A maximum of 70% may be attained for any rewritten assignment.

Please come to see me if you are experiencing personal or learning difficulties. Together we may be able to figure out a solution which allows you to survive your problem and succeed in this course.