

ENGLISH 0135

COURSE OUTLINE

INSTRUCTOR: Doris Wlad

OFFICE: C304 **PHONE:** 539-2902

CLASSROOM: E301 **TIME:** M & W 1:00-2:20; T, TR, & F 1:30-2:20
(TR in G118)

TEXTS: Know More Writing, Sunega, Thom, Prentice Hall Allyn and Bacon Canada, 2000.

It is recommended that students also have a dictionary and a copy of an English Handbook.

PREREQUISITE: EN 0120, EN 0125, or equivalent 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 - Handouts

- listening as an active process and following instructions
- presenting information orally
- working in groups
- preparing for class discussions

∅ Vocabulary Development - Text Unit 1 & from readings.

∅ Effective Sentence Construction and Paragraph Development - Text Units 3-5

∅ Mechanics in Writing - Plato (A205 Lab) & Text Units 6 -7
- improving skills in grammar and punctuation

∅ Planning, Organizing, and Writing With a Purpose - Text Units 8-13

- pre-writing strategies
- organization and development
 - introduction
 - methods of development
 - writing different types of paragraphs
- effective revision
- writing a short composition: personal or exploratory, to express and clarify thoughts and feelings
- writing an expository essay
- writing paraphrases and summaries

- ∠ Library Research
 - finding information
 - evaluating information
 - summarizing information and expressing an informed opinion
 - integrating information

- ∠ Writing a Report Based on Research - Text Unit 12
 - using a variety of materials
 - outlining
 - quoting
 - citing
 - revising and editing

- ∠ Business Communication - Handouts
 - Social Business Letters and Memos
 - making requests
 - writing 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 - Text Unit 14
 - recognizing between topic, main idea and supporting details
 - recognizing patterns of organization
 - distinguishing and evaluating facts and opinions (p. 248-252)
 - analyzing and evaluating (using logical reasoning) the extent to which manipulative devices are used in material
 - recognizing fallacies in argument and persuasion

- ∠ Reading literature for enjoyment, understanding, and appreciation

- ∠ Language and Techniques of Literary Criticism
 - assess the validity of a theme and values in relation to life
 - recognize how the setting, point of view, mood or tone influences the effect of a particular work
 - recognize the elements of the short story and the overall effect
 - write about a short story

GRADING/EVALUATION:

ASSIGNMENTS and TESTS:

5%	Effective communication <ul style="list-style-type: none">- listening as an active process- working in groups- preparing for class discussions
10%	<ul style="list-style-type: none">- presenting information orally
5%	Vocabulary development
10%	Mechanics in writing and writing - paragraphs/compositions <ul style="list-style-type: none">- a summary of a magazine article- a summary of a newspaper story
15%	Writing an essay
15%	Writing a report based on research
10%	Business communication <ul style="list-style-type: none">- writing various letters, resume and cover letter- preparing for job interviews- demonstrating knowledge of parliamentary procedures
10%	Reading comprehension and critical thinking Understanding language and techniques of literature
20%	Final

GRADING
ALPHA GRADE PERCENTAGE EQUIVALENCE DESIGNATION

A+	90 - 100	
A	85 - 89	Excellent
A-	80 - 84	
B+	76 - 79	
B	73 - 75	Good
B-	70 - 72	
C+	67 - 69	
C	64 - 66	Satisfactory
C-	60 - 63	
D+	55 - 59	Minimal Pass
D	50 - 54	
F	0 - 49	Fail

INSTRUCTOR'S EXPECTATIONS:

Be **READY** for class. This means be on time and when class begins, be seated and have the appropriate materials ready.

Absences, no matter how justified, do not excuse you from having to do the work. You must assume some of the responsibility for your own education. Even if you are not in class, you are still expected to find out from the instructor or your classmates what the assigned work was, to cover the material, do the assignments, and hand them in **on time**.

Submit **ALL** work on time. Deadlines will be set fairly. Late assignments will be penalized 10 percent per day (the weekend is two days) to a maximum of three days unless **PRIOR** arrangements have been made. Incomplete homework assignments, however, will receive a grade of zero. **If you know you are going to be away, hand the assignment in early.**

Attendance is necessary to be successful. 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 the instructor (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 the instructor **BEFORE** the exam date.

Have respect for yourself and others. You will be expected to raise your hand, not to interrupt other students or the instructor and, above all, to conduct yourself in a responsible manner. Instances may arise where our opinions/ideas are in conflict. You may express your opinions/ideas as long as you are rational and courteous. Please note there are policies in place for Student Conduct in your College Calendar with which you should familiarize yourself.

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

Winter, 2005