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*Grande Prairie Regional College*  
Department of Arts, Education, and Commerce  
*English Composition 1201, Winter 1996*

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**Course Description:**

This course is designed to encourage the development and improvement of professional writing skills. While emphasis will be placed on practical writing skills, the course work will include a look at the components of essay writing, including exposition and argumentation. The expectation is that students will improve in their ability to communicate in written form and thus enhance their effectiveness in their profession.

**Texts Required:**

- Norton, S. and Green, B. (1993). *The Bare Essentials: Form B* (Third Edition), Toronto: Harcourt Brace Canada.

**(Optional)**

- *Publication Manual of the American Psychological Association (APA)*
- A good college dictionary and thesaurus

**Major Objectives:**

- To increase writing competence and confidence toward the development of a technical writing style. This includes the development of organizational and research skills that can be transferred to writing requirements in a variety of departments at Grande Prairie Regional College: science, nursing, forestry, computer systems technology, and rehabilitative services.
- To develop the skills needed to successfully proof-read, edit, and revise written work.
- To correctly adhere to APA standards in written work.
- To increase original thinking, vocabulary usage, and various other aspects of written communication.

### Course Evaluation:

Assignments generated and completed in class	25%
Assignments completed out of class	35%
Final exam	10%
Attendance, preparation for, and participation in class	10%
Workbook completion	10%
Quizzes	05%
Evidence of growth and development in writing	05%

### Course Format:

English 1201 consists of three 50-minute classes weekly. Lectures, discussions, in-class writing assignments, exercises in composition, group work, and presentations are all potential parts of the classroom format.

### Course Policies:

- Understanding that writing is a *process*, most writing assignments will involve multiple drafts to enable students to generate accurate, concise, well-written material.
- Assignments are due on the dates set by the instructor. When legitimate circumstances make this impossible, students must make alternate arrangements with the instructor prior to the due date.
- Students are reminded that plagiarism is a serious breach of academic integrity and evidence of it bears serious consequences. Handing in papers written in previous courses constitutes as plagiarism; therefore, this practice should be avoided.
- Grades will be assigned using the nine-point stanine scale:
  - 9 (90 - 100%) is markedly superior
  - 8 (80 - 89%) is excellent
  - 7 (72 - 79%) is very good
  - **6 (65 - 71%) is good**
  - 5 (55 - 64%) is fair
  - 4 (50 - 54%) is poor
  - 3 (below 50%) equates to failure