



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – FALL 2020**

**HS1130 (B2) English – 3(3-0-0) 45 HRS**

**INSTRUCTOR:** Valerie Ostara

**OFFICE:** H203

**OFFICE HOURS:** By appointment via Zoom or Phone  
(Please email to request an appointment)

**PHONE:** 780-539-2041

**E-Mail:** [vostara@gprc.ab.ca](mailto:vostara@gprc.ab.ca)

**CALENDAR DESCRIPTION:** A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation, and practical workplace communication.

**PREREQUISITE(S)/COREQUISITE:** English 30-1, English 33, or consent from the instructor. Students with previous credit in CD 1130 will not also receive credit for HS 1130.

**REQUIRED TEXT/RESOURCE MATERIALS:** **There is no required textbook for this course. All necessary materials will be provided online.**

**FALL 2020 DELIVERY:** Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

**DELIVERY MODE(S):** Lecture, group work, in class activities, presentations, writing assignments. As preparation for each class, students will be responsible for assigned readings and practice exercises.

**COURSE OBJECTIVES:**

This course intends to provide students with:

- An exploration of the mechanics of grammar, sentence structure, punctuation, tone and style in business writing
- Opportunities to practice the correct format for written business communications
- An understanding of objective writing with opportunities for practice
- An understanding of how to effectively present academic material in the form of an oral presentation

## LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

- Identify and demonstrate the correct usage of the key components of English grammar, punctuation, and mechanics of writing
- Identify common grammatical sentence structures
- Conduct library research
- Write strong paragraphs
- Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang
- Demonstrate the correct format for e-mail, memos, business letters
- Respond critically to written works
- Explain how the tone and style of our language must be tailored to suit the audience we seek to reach
- Effectively present academic material in the form of an oral presentation

## TRANSFERABILITY:

**\*Warning:** Although we strive to make the transferability information up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineresearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

**Quiz #1: Plagiarism Quiz** (5% of final mark)

**Quiz #2: Grammar Quiz** (15% of final mark)

**Quiz #3: Objective Writing Quiz** (20% of final mark)

**Assignment #1: Newsletter** (15% of final mark)

**Assignment #2: Critical Response** (10% of final mark)

**Assignment#3: Video Presentation** (20% of final mark)

**Assignment #4: Business Letter** (5% of final mark)

**In class tasks & assignments** (10% of final mark)

## GRADING CRITERIA:

**A minimum Grade of C- must be achieved in order to pass this course.** Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79			
B	3.0	73-76			
B-	2.7	70-72			
			F	0	00-59

### COURSE SCHEDULE/TENTATIVE TIMELINE:

Please NOTE that this schedule is tentative and subject to change.

Date	Topic	Notes
Sept. 3	Intro to HS 1130 (English)	Introductory paragraph due
Sept. 8	Plagiarism (Quiz 1)	<b>Plagiarism Quiz</b>
Sept. 10	Grammar	Subjects & main verbs
Sept. 15	Grammar	Dynamic & Stative verbs
Sept. 17	Grammar	Pronouns, Commas, colons, & semi-colons
Sept. 22	Grammar	Syntax, practice quiz
Sept. 24	Grammar Quiz (Quiz 2)	<b>Grammar Quiz</b>
Sept. 29	The Paragraph	
Oct. 1	“ ”	
Oct. 6	The Newsletter	
Oct. 8	The Newsletter, continued	
Oct. 12-16	<b>Fall Break – No Classes</b>	
Oct. 20	Proofreading & Editing	<b>Newsletter Due October 20th</b>
Oct. 22	Critical Reading/Thinking– lecture	
Oct. 27	Critical Thinking – Research strategies and referencing the works of others	Learning Commons staff
Oct. 29	Critical Thinking – responding to an Issue in Education/Child Care	Issue and Article selections
Nov. 3	Critical Thinking – responding to an article/issue	Drafting your 1-page response (proofread & edit)

Nov. 5	The Oral Presentation	<b>CT 1-page response Due Nov. 5th</b>
Nov. 10	The Presentation – organizing/practicing	Partner work & feedback
Nov. 12	The Presentation – recording & self-evaluation	<b>CT Presentations Due Nov. 15th</b>
Nov. 17	Objective Writing/Reporting	
Nov. 19	Objective Writing/Reporting – practice and review	
Nov. 24	Objective Writing/Reporting Quiz (Quiz 3)	<b>Objective Reporting Quiz</b>
Nov. 26	Business Writing	<b>Business Letter Due Nov. 26</b>
Dec. 1	Reading for Pleasure	
Dec. 3	Responding visually to literature	<b>In-class assignment</b>
Dec. 8	Responding to emotions with poetry	<b>In-class assignment</b> – The Poetry of Emotions
Dec. 10	Wrap up	

**STUDENT RESPONSIBILITIES:** Refer to the College Policy on Student Rights and Responsibilities in the GPRC College calendar, pp 45-47 in the physical calendar.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.