



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – FALL 2019

HS1130 (B2) English – 3(3-0-0) 45 HRS

INSTRUCTOR: Valerie Ostara

OFFICE: H133

OFFICE HOURS: Tuesdays 10:00 a.m. – 12:00 p.m.

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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 through Moodle.

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, tone and style in business writing
- The foundations for essay writing, including classic research paper structure, research methods and materials, and APA citations
- An understanding of the correct usage of punctuation, capitalization, abbreviations, and numbering
- Opportunities to practice the correct format for written business communications
- 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

- Draft a thesis statement
- Properly use APA documentation, paraphrasing, in-text citations, and create a reference list
- Write strong paragraphs
- Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang
- Demonstrate the correct format for e-mail, memos, business letters
- 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.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.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 (20% of final mark)

Assignment #1: Business Writing (5% of final mark)

Assignment #2: Newsletter (10% of final mark)

Assignment#3: Essay (30% of final mark)

Assignment #4: Oral Presentation (20% of final mark)

In class tasks & class participation (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. 4	Intro to HS 1130 (English)	Introductory paragraph due
Sept. 9	Plagiarism	Quiz #1 (Plagiarism)
Sept. 11	Grammar & Sentence Structure	Subjects & main verbs
Sept. 16	Grammar & Sentence Structure	Dynamic & Stative verbs
Sept. 18	Grammar & Sentence Structure	Complements, objects, pronouns
Sept. 23	Grammar & Sentence Structure	Syntax, Quiz #2 (Grammar)
Sept. 25	Tone – Business writing	Business Letter due in class
Oct. 2	Tone - Newletters	
Oct. 7	Thesis Statements	Topic Selection & writing
Oct. 9	Library research strategies	Guest Instructor (Dr. K. Bailey)
Oct. 14	Thanksgiving – NO CLASS	
Oct. 16	APA Style	Guest Instructor (Claire Pienaar)
		Newsletter Due (in pdf)
Oct. 21	Topic Sentences, Concluding Sentences	Crafting & Structuring the Essay
Oct. 23	Definition Paragraph	“ “ “
Oct. 28	Introductions & Conclusions	“ “ “
Oct. 30	Introductions & Conclusions	“ “ “
Nov. 4	Outline organization	“ “ “
Nov. 6	Outlines, continued	“ “ “
Nov. 11	Fall Break – NO CLASS	“ “ “
Nov. 13	Outline Writing	“ “ “
Nov. 18	Commas, colons & semi-colons	“ “ “
Nov. 20	Apostrophes, contractions, possessives	Editing the Essay
Nov. 25	Capitalization, Abbreviations, & other awesome things	“ “ “
Nov. 27	Final edits, title page	“ “ “
Dec. 2	Oral presentation (lecture)	“ “ “ Essay Due
Dec. 4	Small group presentations (video taping) & self-evaluation	
Dec. 9	Small group presentations (video taping) & self-evaluation	
Dec. 11	Wrap up	Presentation video due

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.