



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – HS 1130 ENGLISH, FALL 2017**

**Section B2 – MONDAY 6:00 PM TO 8:50 PM - RM. A307**

**INSTRUCTOR:** Teresa Wouters

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**OFFICE:** H131

**E-MAIL:** twouters@gprc.ab.ca

**OFFICE HOURS:** Mondays 2:30 a.m. to 4:30 p.m.

**DELIVERY MODE(S):** This course is delivered through lectures, activities, in-class writing, response writing, group work, and presentations. In addition, assigned projects provide students with an in-depth opportunity to develop, practice, and showcase important academic, grammar, and communication skills.

This course includes a study of the basic forms of grammar based on Standard English. In addition, students will be expected to compose a research essay and present the essay to the class. Students will also gain skills in writing memos, business letters, cover letters, resumes, and job interview skills.

**PREREQUISITE(S)/COREQUISITE:** EN 30-1 or EN 33 or consent of instructor.

**REQUIRED TEXT/RESOURCE MATERIALS:** Norton, S., B Green, & N Waldman. (2017). *The Bare Essentials (9<sup>th</sup> Edition)* with Workbook. Toronto, ON: Nelson Education Ltd.

**CALENDAR DESCRIPTION:** HS1130 3 (3-0-0)

This is a college level 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.

**COURSE OBJECTIVES:** To improve communication skills, both written and oral, by mastering a variety of writing and speaking challenges, and thoroughly reviewing the mechanics of grammar and style.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

| DATE         | TOPICS  | ACTIVITIES  | Class activities and assignments   |
|--------------|---|---|--|
| September 4  | LABOUR DAY – no classes   |   |  |
| September 11 | <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Student/Instructor expectations</li> <li>• Major assignments overview</li> <li>• Study Skills</li> <li>• <b>UNIT 1 – Language Arts - Writing</b></li> </ul> | <ul style="list-style-type: none"> <li>- Class participation icebreakers –</li> <li>- Course outline</li> <li>- Research Paper - assignment introduction</li> <li>-Skills: notetaking, studying, using a textbook</li> <li>- <b>Sentence Structure -</b></li> </ul> | <p>A pre-test on grammar and sentence analysis will be given.</p> <p><b>Chapters 5-10</b><br/>: identifying types of sentences: fragments, compound, subordinating ideas, run-ons, comma splices, misplaced and dangling modifiers, parallel structure</p> |
| September 18 | <ul style="list-style-type: none"> <li>• <b>UNIT 1 – Language Arts - Writing</b></li> </ul>   | <p>Quick Quiz on <b>sentences</b></p> <p><b>Grammar Usage</b></p> <p><b>Group Activity</b></p> <p><b>Textbook activity</b></p>  | <p><b>DUE: sentence structure review sheet</b> [all review sheets are based on the workbook exercises]</p> <p><b>Chapters 1, 11 to 16</b><br/>: subject-verb agreement, verb forms, verb tenses, pronouns</p>  |
| September 25 | <ul style="list-style-type: none"> <li>• <b>UNIT 1 – Language Arts - Writing</b></li> </ul>   | <p>Quick Quiz on <b>Usage</b></p> <p><b>Mechanics</b></p> <p><b>Group activity</b></p> <p><b>Textbook activity</b></p>  | <p><b>DUE: Grammar usage review sheet.</b></p> <p><b>Chapters 2, 17 to 21</b><br/>: capitalization, punctuation, spelling</p>  |
| October 2    | <ul style="list-style-type: none"> <li>• <b>UNIT 1 – Language Arts – Writing</b></li> <li>• <b>Unit 2 – Research Paper</b></li> </ul>   | <p>Quick Quiz on <b>mechanics</b></p> <ul style="list-style-type: none"> <li>- <b>Essays and paragraphs</b></li> <li>- <b>Organization</b></li> </ul> <p><b>Group activity</b></p> <p><b>Textbook activity</b></p>  | <p><b>DUE: mechanics review sheet</b></p> <p><b>Chapters 22-27</b><br/>: Effective paragraphs, topic sentences, paragraphing, clear transitions</p>  |
| October 9    | THANKSGIVING – no classes   |   |  |

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|-------------|---|--|--|
| October 16  | <ul style="list-style-type: none"> <li>• <b>UNIT 1 – EXAM</b></li> <li>• <b>UNIT 2 – Research paper planning</b></li> </ul> | <b>Unit 1 – Exam</b> <ul style="list-style-type: none"> <li>- Finding a topic and planning</li> <li>• Group activity</li> </ul>  | Unit 1 – Exam<br>: essay topic debate<br>: Finding something to write about, 4-S test, thesis statement, pro/con   |
| October 23  | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research Paper - Organizing</b></li> </ul>                             | <ul style="list-style-type: none"> <li>- Planning your essay</li> <li>- Writing an <b>introductory paragraph</b></li> <li>- Quick quiz on thesis statement and topic sentence</li> <li>- <b>Writing a definition paragraph</b></li> </ul> Research your main points            | <b>DUE: Essay topic proposal, 4-S test, pro-con list, Thesis statement for your research paper Chapters 22-27</b><br>: planning, gathering your ideas, determine your main idea, evaluating research materials, introductory paragraph<br>: essay outline, topic sentences, definition paragraph, APA, Citations |
| October 30  | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research Paper - Organizing</b></li> </ul>                             | <ul style="list-style-type: none"> <li>- <b>Using APA</b></li> <li>- Quotes, paraphrasing, reference page</li> </ul>   | <b>DUE: introductory paragraph, topic sentences</b><br><b>Outline, Definition paragraph,</b><br>Database research tools quiz<br><b>Chapter 22- 27</b><br><b>Outline sample page 157</b>  |
| November 6  | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research Paper – Writing</b></li> </ul>                                | <ul style="list-style-type: none"> <li>- Essay discussions and analysis</li> <li>- Body paragraphs</li> <li>- Explanations, examples</li> <li>- Transitional words/phrases and transitional sentences</li> <li>- Closing sentences</li> <li>- <b>Article review</b></li> </ul> | <b>DUE: References page and citations review sheet</b><br>Article Review: Writing paragraphs for the first two main points<br><b>Chapter 22- 27</b>  |
| November 13 | <b>FALL BREAK – no classes</b>  |  |  |
| November 20 | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research Paper – Writing</b></li> </ul>                                | <ul style="list-style-type: none"> <li>- Final main point paragraph</li> <li>- Concluding Paragraph</li> </ul>   | <b>DUE: Article Review: First two main point’s paragraphs and a reference page for these paragraphs.</b>   |

|             |   |   |   |
|-------------|---|---|---|
|             |   | - Evaluating and editing skills:<br>holistic scoring  | - Writing the final main point and concluding paragraph.  |
| November 27 | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research paper presentations conference preparation</b></li> </ul> | <ul style="list-style-type: none"> <li>- Presentation skills</li> <li>- Presentation preparation</li> </ul> | <b>DUE: Completed research paper must be submitted to Moodle no later than November 27<sup>th</sup>, at midnight.</b> <ul style="list-style-type: none"> <li>- Table topics &amp; other presentation activities</li> <li>- Presentation PowerPoints &amp; displays</li> </ul> |
| December 4  | <ul style="list-style-type: none"> <li>• <b>UNIT 2 – Research paper presentations</b></li> </ul>                        | - Student presentations   | <b>DUE: Student presentations</b><br>Student presentations and peer evaluations.  |
| December 11 | <ul style="list-style-type: none"> <li>• <b>UNIT 3 – Business writing and job finding skills.</b></li> </ul>            | Business letter, memo, cover letter, and resume   | Business letter, memo, cover letter, and resume will be due on December 15th  |
| December 18 | <ul style="list-style-type: none"> <li>• <b>UNIT 3 – Business writing and Job interviews</b></li> </ul>                 | Job interviews  | Students will complete the job interview activity and submit the filmed project.  |
| December 20 | <ul style="list-style-type: none"> <li>• <b>Final exam: Project exam</b></li> </ul>                                     | Project exam – revised research paper   | <b>Last day to submit your project exam Dec. 20. Cut off is midnight.</b>   |

### EVALUATIONS:

- Writing assignments and job interview 15%
- Research paper 20%
- Presentation 20%
- Quizzes 20%
- Exams 20%
- Attendance and participation 5%
- Examinations: There will be a Mid-Term based on Unit 1 and a Final Project Exam

### GRADING CRITERIA:

| GRANDE PRAIRIE REGIONAL COLLEGE |                    |                       |                                     |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART        |                    |                       |                                     |
| Alpha Grade                     | 4-point Equivalent | Percentage Guidelines | Designation                         |
| A <sup>+</sup>                  | 4.0                | 90 – 100              |                                     |
| A                               | 4.0                | 85 – 89               |                                     |
| A <sup>-</sup>                  | 3.7                | 80 – 84               |                                     |
| B <sup>+</sup>                  | 3.3                | 77 – 79               |                                     |
| B                               | 3.0                | 73 – 76               |                                     |
| B <sup>-</sup>                  | 2.7                | 70 – 72               |                                     |
| C <sup>+</sup>                  | 2.3                | 67 – 69               |                                     |
| C                               | 2.0                | 63 – 66               |                                     |
| C <sup>-</sup>                  | 1.7                | 60 – 62               |                                     |
| D <sup>+</sup>                  | 1.3                | 55 – 59               |                                     |
| D                               | 1.0                | 50 – 54               |                                     |
| F                               | 0.0                | 0 – 49                | FAIL                                |
| WF                              | 0.0                | 0                     | FAIL, withdrawal after the deadline |

**STUDENT RESPONSIBILITIES:**

Refer to the College Policy on Student Rights and Responsibilities at [www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES](http://www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES)

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Student Misconduct: Academic and Non-Academic Policy at [www.gprc.ab.ca/d/STUDENTMISCONDUCT](http://www.gprc.ab.ca/d/STUDENTMISCONDUCT)

\*\*Note: all Academic and Administrative policies are available at [www.gprc.ab.ca/about/administration/policies/](http://www.gprc.ab.ca/about/administration/policies/)

**UNIVERSITY TRANSFER (If applicable):**

**\*\* 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.**

Please refer to the Alberta Transfer guide for current transfer agreements: [www.transferalberta.ca](http://www.transferalberta.ca)