



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2011

LL 0110 4 (0-0-4) HS ENGLISH LAB

INSTRUCTOR: **Joan Godbout** PHONE: **780 539-2727**
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OFFICE HOURS: **Half an hour after class**

PREREQUISITE(S)/COREQUISITE: English 0110 is a co-requisite. Also, note that both EN 0110 and LL 0110 are both prerequisites to EN 0120.

REQUIRED TEXT/RESOURCE MATERIALS:

Making the Learning Connections in Language Lab 0110. (2010). Material prepared and assembled by Joan Godbout and available in the GPRC Bookstore.

CALENDAR DESCRIPTION: This four hour per week course is “designed to help students develop writing skills including effective sentence patterns, accepted standards of grammar, punctuation, and word usage. A second focus is to improve reading comprehension strategies through vocabulary development and to learn effective reading strategies necessary for academic success. A combination of classroom teaching and computerized learning will prepare the student for writing and reading and high school level courses.” *GPRC Website.*

CREDIT/CONTACT HOURS: Four hours per week (Monday, Tuesday, Thursday, Friday).

DELIVERY MODE(S): This is a lab course which has two parts: **Writing Skills** and **Word Study**. The course material is contained within a course pack which includes notes and examples as well as practice activities, exercises, and compositions.

In addition, this course makes extensive use of *Moodle* to check course pack answers, to access online practice activities, and to submit compositions for assessment. Once marked, compositions are also returned to students using *Moodle* and grades are automatically updated.

OBJECTIVES:

Writing Skills	Word Study
<ul style="list-style-type: none">• recognize parts of speech (especially subject and verbs) in sentences• apply principles to correct fragment and/or run-on sentences• identify and apply punctuation (comma, semicolon, colon) principles to sentence and/or paragraph compositions• recognize sentence structure and apply appropriate punctuation in simple, compound, and complex sentences• incorporate sentence variety in compositions• identify and correct verb tense errors• identify and create subject-verb agreement• identify and correct errors in pronoun agreement and pronoun reference• identify and correctly use adjectives and adverbs• identify and correct misplaced and dangling modifiers • identify and label the construct of a paragraph (topic sentence, developing details, closing sentence)• adapt paragraph format to longer compositions• identify and label the construct of an essay (thesis sentence, developing details, conclusion)	<ul style="list-style-type: none">• recognize the meaning of words in their context• adapt newly-learned words in various sentences• incorporate newly-learned words into personal sentence/paragraph compositions• correctly use homonyms/homophones in all compositions• identify and infer the meaning of words based on their prefixes and/or suffixes• differentiate between plural and possessive nouns• correctly use of the apostrophe (especially possessive nouns) in sentences and compositions• practice active reading by identifying literal and interpretative styles; recognizing tone; distinguishing between fact and opinion• identify the main ideas in paragraphs (and a few longer selections); summarize these ideas in a well-developed composition• read articles with understanding for the purpose of summarizing the key ideas of the message• make an outline which includes the main ideas of an article, with a few supporting details• organize and summarize the main ideas of an article into a well-structured composition that includes an opening, several supporting details, transitional devices, sentence variety and a closing

TRANSFERABILITY: Although 50% is considered a pass in most courses, research and experience indicate that future academic success requires higher standards. Therefore, in Academic Upgrading we strongly recommend that you achieve C or better so that you will be successful at the next level.
 ** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

GRADING CRITERIA:

Class Work and Written Assignments 45%
 Tests and Quizzes 25%
 Final Exam 30%

There is no mid-term exam.

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

EXAMINATIONS: As per the *GPRC Calendar*, you are responsible to “write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar”.

Your final exam will be set by the Registrar on one of these dates: April 14 – 16; 18 – 21; 25 – 27, 2011. (Note that there are no final exams on Good Friday, April 22, but there could be exams on Easter Monday, April 25, 2011.)

For your class, a weekly schedule will be available on *Moodle*; you will be given ample notice of tests both in class and through the weekly schedule.

If you know that you will need to be away for a test, make arrangements with me to write either before or after the group. If you must be absent due to medical or unforeseen circumstances, you will also need to make arrangements with me if wish to be given the opportunity to write a test. Once I have handed back the test, there is no opportunity for you to write it unless you have documentation describing the extenuating circumstances; for example, a medical certificate/note. Only then will an alternate test be made available to you.

Once you have made arrangements, the test will be available in the Testing Room (A205) for a short period of time (usually one day). You are expected to make arrangements with Testing Room staff and to write outside class time.

STUDENT RESPONSIBILITIES: Attendance is a requirement for academic and career success. Students who miss classes will find themselves falling behind and failing.

If I need to be away for any reason, I will let you know either in class or electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so we do not fall behind in our course work. Likewise, if you need to be away for any reason, I expect you will make arrangements with me (so I can help you) and that you will work on assignments. Check the schedule on *Moodle* and do not let yourself get behind. It is difficult to maintain good grades if you let yourself fall too far behind

If you need assistance or extra time completing course material, it is your responsibility to meet with me as soon as possible. Late submission of assignments will be subject to deduction of 5 percent/day up until the corrected assignments are returned (that is, unless prior arrangements were made). However, no late submissions can be accepted after marked assignments have been returned.

In addition to the “Student Rights and Responsibilities” as set out in the *GPRC Calendar*, the following guidelines will allow us to have an effective learning environment for everyone.

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive to teaching and learning, so during class, have your phone on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Be respectful of others regarding food or beverages in the classroom. Clean up your area and dispose of garbage.

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College “expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat ... [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating” (from the *GPRC Academic Policy – Student Misconduct*).

Plagiarism includes submitting copied work as one’s own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may work together, you must make certain to submit your own work.

Students in LL 0110 found to be “intellectually dishonest” on assignments or tests will receive a grade of zero. As an additional caution, be aware that copying even a short passage is plagiarism.

According to College policy, repeat violations will result in expulsion from the course/college. If you wish to obtain further information, refer to GPRC’s Academic Policy titled *Student Misconduct: Plagiarism and Cheating*.

<http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Writing Skills	Course Pack	Word Study and Reading Practice	Course Pack
January 6 – 31, 2011			
Eight Parts of Speech Making a Sentence with the Eight Parts of Speech The Construction of a Sentence Finding the Verbs Adjectives Adverbs	Section # 1 - 8 (p 1 - 16)	“Learning to Read” by Malcolm X	Section # 25 (p 84 - 91)
Making Sense of Sentences – Avoiding Sentence Fragments	Section # 9 (p 17 - 18)	Homophones and Homonyms	Section # 26 (p 92 -101)
February 1 – 11; 28, 2011 ** Winter Break is the week of February 21 – 25 **			
The Comma	Sections # 10 - 11 (p 19 - 27)	Prefixes and Suffixes Chapters 1 - 4	Section # 27 (p 102 - 122)
The Semicolon and a Little About the Colon	Sections # 12 - 13 (p 28 - 33)		
Correcting Run-on Sentences	Section # 14 (p 34 - 40)	“Choice, Not Chance, Determines Your Destiny” by Burke Hedge	Section # 28 (p 123 - 130)
Sentence Patterns (simple, compound, and complex sentences)	Sections # 16 (p 42 - 43)		

March 1 – 31, 2011			
Writing a Paragraph – A Sample and Some Practice	Section # 17 (p 44 - 46)	Plural and Possessive Nouns	Section # 29 (p 131 - 136)
Transition Words to Improve Your Compositions	Section # 15 (p 41)		
Sentence Variety Makes for Great Writing	Section # 18 (p 47 - 54)	Vocabulary Study by Learning to Use a Thesaurus	Section # 31 (p 153 - 161)
Irregular Verbs	Section # 19 (p 55 - 59)	"Humpty Dumpty Can't Get Up" by Gina Mallet	Section # 30 (p 137 - 152)
Subject-Verb Agreement	Section # 20 (p 60 - 64)		
Pronoun Problems	Section # 21 (p 65 - 71)		
April 1 – 12, 2011 ** Final Exams begin April 14 **			
Modifiers (Descriptors)	Section # 22 (p 72 - 78)	"Reflections on his Days in Poverty" by George Orwell	Section # 31 (p 153 - 161)
From Paragraphs to Essays	Section # 23 (p 79 - 80)		
Review – Finding Errors in Paragraphs	Section # 24 (p 81 - 83)		