

WRITING SKILLS SECTION

OCT 09 1998

ACADEMIC UPGRADING DEPARTMENT
GRANDE PRAIRIE REGIONAL COLLEGE

Section LL0110 A3
Section LL0110 B3

Instructor: Colleen Holler
Office: C218
Phone: 539-2712
Office Hours: as posted on office door

COURSE DESCRIPTION

This course is designed to help students improve vocabulary and grammatical skills in order to prepare them for writing in high school level courses.

COURSE OBJECTIVES

Upon completion of the course, students will be able to

- recognize commonly used prefixes and suffixes and identify how they affect the meaning of words to which they are connected
- explain how word forms change to create adjectives, adverbs, and other parts of speech
- identify and explain the meaning of words commonly used in business, job search, media, banking, foreign expressions, cliches and colloquialisms, medicine, and literature
- identify the meaning of words through their context
- identify the meaning of words using synonyms and antonyms
- identify the meaning of commonly used homophones
- identify subjects, objects, and verbs in sentences
- identify and correct sentence fragments and run-on sentences
- identify and correct errors in subject-verb agreement and verb tense use
- identify and correct errors in pronoun agreement, pronoun reference, and point of view
- identify and correct errors in faulty parallelism
- identify correct usage in abbreviation, capitalization, and apostrophes
- identify and use rules for correct comma use

REQUIRED TEXTBOOK

Langan, John and Sharon Winstanley. English Skills with Reading. First Canadian Edition. Toronto, Canada: McGraw-Hill Ryerson Limited., 1997

Schachter, Norman. Words Words Words. Third Edition. Cincinnati:USA. South-Western Publishing Company, 1992

CLASS FORMAT

This section of the LL0110 course is a combination lecture, individual lab work, and computer assisted learning to improve grammar and vocabulary skills.

GRADING/EVALUATION

Classwork and Assignments.....	40%
Tests, Quizzes, and Reviews.....	20%
Final Exam.....	40%

INSTRUCTOR POLICY

1. Attendance is essential. Attendance is a critical component for success in this class.
2. Absence during an **in-class assignment** will result in a mark of zero. In-class assignments are done and completed during one class period. If you are absent that day you will not be given an opportunity to do the assignment at a later date. The marks for in-class assignments are a major part of the 40 percent for classwork and assignments section.
3. Absence during a test will result in a mark of zero. If you cannot be present at the exam, please make alternate arrangements with me **BEFORE** the exam date.
4. Late assignments (if accepted) will be deducted 10% per day basis. All assignments will be accepted **before** due date, so if you know you are going to be away hand it in early.

ABSENCES, NO MATTER HOW JUSTIFIED, DO NOT EXCUSE YOU FROM HAVING TO DO THE WORK. EVEN IF YOU ARE NOT IN CLASS, YOU ARE STILL EXPECTED TO COVER THE MATERIAL, DO THE ASSIGNMENTS, AND HAND THEM IN.

PLEASE COME AND SEE ME IF YOU ARE EXPERIENCING PERSONAL OR LEARNING DIFFICULTIES. TOGETHER, WE MAY BE ABLE TO FIGURE OUT A SOLUTION WHICH ALLOWS YOU TO SURVIVE YOUR PROBLEM AND SUCCEED IN THE COURSE.

CLASS SYLLABUS FOR READING LL0110

DATE	TOPIC	ASSIGNMENT
Week 1	Course Orientation	Read course outline Get texts and materials
Week 2	Subjects, Verbs, Objects	Text pp. 231-238
Week 3	Sentence Fragments	Text pp. 239-247
		PLATO
Week 4	Sentence Fragments	Text pp. 247-254
Week 5	Run-On Sentences	Text pp. 255-268
		PLATO
Week 6	Subject-Verb Agreement	Text pp. 286-294
		PLATO
Week 7	Pronoun:Agreement Reference Point of View	Text pp. 295-302
Week 8	Pronoun Types	Text pp. 303-308
Week 9	Adjectives, Adverbs, Misplaced Modifiers	Text pp. 309-317
Week 10	Faulty Parallelism Numbers & Abbreviations	Text pp. 323-326 Text pp. 343
		PLATO
Week 11	Capitalization	Text pp. 332-340
Week 12	Apostrophe	Text pp. 344-352
Week 13	Comma Use	Text pp. 361-370
		PLATO Computer Practice
	REVIEW	
	FINAL TEST	
	Vocabulary	