

D. Wlad.

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF ACADEMIC UPGRADINGLL0136- MECHANICS IN WRITING  
COURSE OUTLINE

INSTRUCTOR:

OFFICE:

TELEPHONE NUMBER:

CLASSROOM: THE LEARNING CENTRE A208

HOURS:

TEXT/SUPPLIES: Sentence Skills - a Workbook for Writers, First Canadian Edition,  
Langan, John and Sharon Winstanley  
McGraw-Hill Ryerson Limited, 1997

The textbook can be purchased at the Bookstore or you may use the books available in The Learning Centre; however, TLC texts are part of a class set and may not be checked out. Other students will be using the books so they need to be available in TLC. **PLEASE DO NOT WRITE IN THE TEXTS.** You are also required to purchase a binder to hold the course outline and all assignments which have to be submitted for marking.

COREQUISITE: EN0120 or EN0130 or equivalent.

## COURSE

## DESCRIPTION:

This course is designed to help you improve your skills in the grammar/mechanics area of English. It is composed of nine short units. Each unit consists of explanatory notes, exercises, review tests, mastery tests and combined editing tests. There is a comprehensive test at the end of the course.

## COURSE

## OBJECTIVE:

You are required to successfully complete all units and tests with an overall minimum final grade of 60% during the pre-arranged time period.

## EVALUATION:

Your final grade will be determined by a combination of your course marks (50%) and your final text mark (50%). An overall grade of 60% is required for credit.

**EXPECTATIONS:** You are expected to arrive on time for the duration of scheduled hours in the Lab. Attendance will be recorded. **If you miss a scheduled lab hour, it is your responsibility to catch up as quickly as possible.**

If you have difficulty in understanding or completing assignments, please seek the assistance of your instructor/assistant.

**LL0136 COURSE  
INSTRUCTIONS:**

Record your answers on lined 8 ½ x 11 inch paper and leave 1 ½ inch margins on both sides for the instructor's comments. Answer keys for the exercises are in the back of the Sentence Skills text. Answer keys for the review, mastery and editing tests are available from the Lab instructors/assistants. You may mark your own review, mastery and editing tests unless otherwise indicated. **Unit tests will be marked by the Lab instructors/assistants and unit marks will be recorded.** Please keep all assignments organized in your binder so that the instructors/assistants can review your work. All work handed in must include **your name, class, textbook assignment heading and page numbers** on the top right-hand corner of your work.

Please use the designated basket in the Lab for handing in assignments.

Take notes as you work through your assignments. You will require these for studying purposes for the final exam.

Follow the course content outline on the following pages.

**Please Do Not write in the textbook.**

**Write your answers on a lined sheet in a yellow duo tang.**

- ☆ Please complete the work for each section.
- ☆ Practice exercise answer key is in the back of the book.
- ☆ Review tests, Mastery Tests, and Combined Mastery tests answer key is available from Lab instructor.
- ☆ Record your % grade on your answer sheet.
- ☆ Lab instructor will correct and record your unit test scores.

### **Unit One - Verbs**

1. Do and correct pages 52-71.
2. Do Mastery Tests pages 263-270.
3. Do and correct pages 72-79.
4. Do Mastery Tests pages 271-274.
5. Do and correct pages 80-85.
6. Write the unit test which is available from Lab instructor.

### **Unit Two - Pronouns**

1. Do and correct pages 91-101.
2. Do and correct pages 102-113.
3. Do Mastery Tests pages 331-332.
4. Do Mastery Tests pages 277-282.
5. Write the unit test.

### **Unit Three - Adjectives and Adverbs / Modifiers / Parallelism**

1. Do and correct pages 114-126 (Lab instructor will correct 125-26)
2. Do and correct pages 127-132.
3. Do and correct pages 133-138.
4. Do Mastery tests pages 333-334.
5. Write the unit test.

**Unit Four - Capital Letters / Abbreviations**

1. Do and correct pages 144-157. (Page 152 to be corrected by Lab instructor).
2. Do and correct pages 355-356.

**Unit Five Apostrophes**

1. Do and correct pages 161-171.
2. Do and correct Mastery Tests pages 299-302.
3. Do and correct pages 357-358.

**Unit Six Quotation Marks**

1. Do and correct 172-180.
2. Do and correct Mastery Tests pages 303-306.
3. Do and correct pages 359-360 - Passages A & B.
4. Write the unit test for Capital Letters/Abbreviations, Apostrophes and Quotation Marks. (Units Four, Five, Six).

**Unit Seven Commas**

1. Do and correct pages 181-193. Review tests corrected by Lab instructor.
2. Do and correct pages 307-310.
3. Do pages 335-336 and correct.
4. Write the unit test.

**Unit Eight Practice**

1. Do and correct pages 370-375.
2. Do and correct pages 329, 331, 333, 335.

**Unit Nine Commonly Confused Words**

1. Do and correct pages 223-240. The Lab instructor will correct the sentences.
2. Do and correct 318-332.
3. Do and correct pages 363-364.
4. Write the unit test.

**There are extra resources available for any unit(s) which caused you difficulty. Please see the Lab instructor.**

**You are now ready to write the final exam.**