

# LEARNING LAB 0136 COURSE OUTLINE

## WRITING MECHANICS

ACADEMIC UPGRADING DEPARTMENT  
GRANDE PRAIRIE REGIONAL COLLEGE

Section LL01361A2      R      11:00 - 11:50 A.M.    A208    Sept. 7 - Dec. 7  
Section LL01362B2      TR      1:30 - 2:20 P.M.    A208    Oct. 26 - Dec. 7

INSTRUCTOR:    VAL STEWART  
OFFICE:            C212  
PHONE:            539 2866  
OFFICE HOURS:    MWF: 11:00 A.M. or by appointment

### COURSE DESCRIPTION

Students will work to improve aspects of their mastery in grammar, punctuation, capitalization, spelling, and word usage in written and spoken English. Common errors in verb tense, pronoun reference and agreement, subject and verb agreements, comma, semi-colon, and colon use, spelling of frequently used words, and word choice will be identified and corrected.

### REQUIRED TEXTS

English Simplified, 2nd Canadian Edition, Ellsworth & Keller, Harper Collins Publishers, 1991. (reference book)

Exercises to Accompany English Simplified, 2nd Canadian Edition, Ellsworth & Keller, Harper Collins Publishers, 1991. (workbook)

### COURSE FORMAT

The course may be taken in two ways;

1. Individualized self-paced learning

The students will write pretests which determine which topics or units (modules) they will study within a given period of time. Posttests will indicate levels of mastery and necessity of returning to further study within a unit or progression to the next unit. If the student prefers, modules may be completed using computer managed learning (CML or LMS).

2. Instructor-led group learning

Students will study the five common problems areas (verb tense, pronoun reference, etc.) as a group. The instructor will lecture and give illustrations. This will be followed by group exercises and correction. Tests will be given at the end of the course to determine student mastery levels.

## COURSE EVALUATION

Students will receive a credit or no-credit standing based on the following criteria:

1. attendance and participation.....20%.
2. class assignments.....80%.

## SYLLABUS AND TIMELINE FOR LL0136 1 A2 (SEPT. 7 - DEC. 7) (INSTRUCTOR-LED GROUP INSTRUCTION)

Sept. 7	Orientation and Course Management
Sept. 14	Verb tense problems G-6 in reference booklet pages 20, 21 in workbook
Sept 21	Pronouns Case and kind Pronoun Reference G-6 in reference booklet pages 28 - 32 in workbook
Sept 28	Pronouns continued (from Sept 21 class)
Oct. 5	Subject - Verb Agreement Subject and verb agreement Pronoun and antecedent G-9.1&.2 in reference booklet pages 46 - 52 in workbook
Oct. 12	Subject - Verb Agreement continued ( from Oct. 5 class)
Oct. 19	Punctuation Comma usage P-1 in reference booklet pages 68 - 77 in workbook
Oct. 26	Comma Usage continued
Nov. 2	Punctuation Semi-colon and colon use P-5 in reference booklet pages 79 - 83 in workbook

- Nov. 9      Spelling  
              Frequently misspelled words  
              S .1 & .2 in reference booklet  
              pages 109 - 117 in workbook
- Nov. 16     Spelling continued
- Nov. 23     Word Choice (Usage)  
              Correcting common errors  
              U. in reference booklet  
              pages 114 - 117 in workbook
- Nov. 30     Usage continued  
              words which sound alike but are spelled differently (homonyms)  
              U. in reference booklet (pp. 29 - 38)  
              pages 118 - 122 in workbook
- Dec. 7      Word Choice  
              U. in reference booklet (pp. 29 - 38)  
              pages 123 - 129 in workbook
- 

\*Students who wish to choose their own topics and learn at their own pace are advised to meet with the instructor and establish a course management plan.