



ELD 062-005 Fall Course Outline September 6 – December 15, 2011

Time: 6:45 p.m. – 9:15 p.m. (T/Th)
Room: WT 103 (T/Th)
Instructors: Sherri Williams
Office: WT 101A
Office Hours: Tuesday, 5:30 – 6:30 p.m.
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Books and Materials

1. **Understanding and Using English Grammar with Answers, 4th edition**
2. **Active Skills for Reading Book 4 (Second Edition)**
3. **Longman Dictionary of Contemporary English (Optional)**
4. **Headset – NO USB CONNECTION (Optional)**
5. **A three-ring binder and loose-leaf paper**

No Classes

Thanksgiving Day, Monday, October 10th
Remembrance Day Friday, November 11th

Learning Outcomes

ELD 062 is an integrated skills course focusing on reading and writing. At the end of the 4-month course (10 hours per week), successful students will be able to:

Reading

Use skimming, scanning, questions, predictions, key words, highlighting, margin notes, summarizing, inferences, illustrations and graphic organizers to accomplish reading for specific purposes;
Find, collect and select information for specific purposes from a variety of print and electronic sources;
Show understanding of main ideas, factual details and inferred meanings in a variety of print materials and electronic sources containing authentic texts (1 – 2 pages);
Use text signals, context knowledge and word parts to make sense of unfamiliar words and specialized vocabulary;
Show comprehension of diagrams, flow charts, time lines and schedules;
Follow a set of written instructions (10 – 13 steps) on everyday tasks (technical and non-technical); and
Develop personal responses to reading materials and support responses with reasons, examples and details.

Writing

Use the writing process to compose well-organized 200-word texts on familiar relevant topics;
Complete moderately complex forms;
Take notes from oral reports;
Write business letters requesting information and making a complaint;
Reproduce information provided in simple illustrations, maps, charts or other graphic representations;
Communicate thoughts, ideas, concerns, feelings and experience; and
Use a checklist to appraise your own and others' work and make suggestions for revision and editing.

Continue to Learn How To:

Demonstrate time management and independent learning skills;
Make use of an English-English dictionary and a reference grammar in order to select or confirm appropriate word choice and correct usage;
Use the computer and library facilities at the college to find information and produce documents

Grading System

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

To complete 062, a student must get S on all the outcomes in each skill area. Please note that in the evening class, we are unlikely to cover all outcomes.

S= Satisfactory NW = Needs work

Reading Outcomes – Fall 2011	NW	S
1. Read for specific purposes e.g. find the main idea, details, and inferred meaning.		
2. Search and make brief notes of print and electronic material for a specific purpose.		
3. Use an English-English dictionary and a variety of skills to understand unknown vocabulary.		
4. Follow and respond to multi-step written instructions.		
5. Read and respond in a variety of ways, including summarizing and giving opinions, to popular newspaper and magazine articles, easy fiction and academic and business materials.		
Writing Outcomes – Fall 2011	NW	S
1. Write a well-organized 200-word paragraph: a. Compare/Contrast b. Cause/Effect		
2. Write a descriptive paragraph/summary explaining information in a table, graph, flow chart or diagram.		
3. Write informal and formal email messages.		
4. Complete a detailed form.		