

	<b>School of Access</b> <b>Department of English</b> <b>ENGL 140 (001) FALL 2011</b> <b>COURSE OUTLINE</b>
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<b><u>Instructor Information</u></b> Instructor: Alexis Martfeld E-mail: martfelda@camosun.bc.ca Lansdowne Office: Paul 332 Interurban Office: CBA 156 Office Hours: Wednesdays 1:00-2:00 (Interurban) Wednesdays 3:00-4:00 (Lansdowne)	<b><u>Class Times &amp; Location</u></b> Monday & Wednesday LACC 121 10:30 am—12:20 pm
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The calendar description is available on the web @ <http://camosun.ca/learn/calendar/current/web/engl.html>

### Course Description

This course develops knowledge, skills processes, strategies, attitudes, and behaviours relevant to the world of academic, technical, and professional reading, writing, speaking, and listening and prepares students for the language demands of the Business Administration program or the Certificate in Academic and Professional English.

### Course Overview

English 140 will help students prepare for the reading and writing demands of career programs at Camosun College. They will develop knowledge, skills, and strategies relevant to the world of academic, technical, and professional reading, writing, speaking and listening. The course will cover the basics of grammar and style as a foundation for clear and fluent written communication in college and business.

Throughout the course, students will write paragraphs, summaries, emails, business letters, essays and reports to develop their skills both for writing clearly and for organizing information appropriately. Readings throughout the course will include a variety of non-fiction prose for analysis and discussion in addition to sample essays and business documents to be used as models for student writing. Students are expected to participate in group work, projects and presentations.

### Materials

*Essay Essentials with Readings* (5<sup>th</sup> Edition) Norton and Green

### Intended Learning Outcomes

At the successful completion of the course, students will be able to do the following:

- use a process approach to writing: researching, drafting, revising, and editing
- show understanding by correctly interpreting a variety of readings
- write paragraphs, essays, summaries, letters, and reports
- use structural conventions appropriate to various communicative documents/situations
- apply the appropriate formats associated with each writing task
- analyze audience and construct documents appropriate to the intended audience
- use grammar and sentence structure correctly and purposefully
- use peer editing to identify writing errors and improve documents
- work in small groups to analyze writing samples

## Course Content and Schedule

Outlined below is the **tentative** weekly schedule of topics, readings, and due dates for English 140. Please note that additional readings of the articles and essays located in Part 6: Readings (pages 279-351) of the textbook, *Essay Essentials with Readings*, will be assigned throughout the course. Please prepare for an additional 2-5 pages of reading (the average length of the articles and essays) for each day of class.

<b>Week</b>	<b>Monday</b>	<b>Wednesday</b>
<b>Week 1:</b> Sept 5 & 7	Labour Day – No Class	<b>Topics:</b> - Course Outline  <b>Readings:</b> ---  <b>Due:</b> In-class Writing Sample
<b>Week 2:</b> Sept 12 & 14	<b>Topics:</b> - Audience - Sentences  <b>Readings:</b> - Section 7.1 “Decoding the Sentence” p. 365 - “How I Write” p. 285	<b>Topics:</b> - Choosing the Right Words - Parallelism  <b>Readings:</b> - Chapter 9 “Choosing the Right Words” p. 111 - Section 7.5 “The Parallelism Principle” p. 398
<b>Week 3:</b> Sept 19 & 21	<b>Topics:</b> - Paragraph Structure  <b>Readings:</b> - Chapter 6 “Understanding Paragraph Form and Function” p. 67	<b>Topics:</b> - Unity and Coherence  <b>Readings:</b> - Chapter 8 “Keeping Your Readers with You” p. 97
<b>Week 4:</b> Sept 26 & 28	<b>Topics:</b> - Patterns of Development: Description, Narration, and Example - Apostrophes  <b>Readings:</b> - Chapter 15 “Three Basic Strategies: Description, Narration, and Example” p. 225 - Section 7.17 “The Apostrophe” p. 499	<b>Topics:</b> - Process Analysis  <b>Readings:</b> - Chapter 16 “Process Analysis” p. 234  <b>Due:</b> <b>Grammar Test #1</b>
<b>Week 5:</b> Oct. 3 & 5	<b>Topics:</b> - Paraphrasing and Summarizing - Fragments	<b>Topics</b> - Comparison/Contrast - Run-On Sentences

	<p><b>Readings:</b>  - Chapter 9 “Summarizing, Paraphrasing, and Quoting” p. 161  - Section 7.2 “Solving Sentence-Fragment Problems” p. 377</p> <p><b>Due:</b>  <b>Paragraph Assignment</b></p>	<p><b>Readings:</b>  - Chapter 18 “Comparison and Contrast” p. 250  - Section 7.3 “Solving Run-On Problems” p. 385</p>
<p><b>Week 6:</b>  Oct. 10 &amp; 12</p>	<p><b>Topics:</b>  - Thesis Statements  - Subject/Verb Agreement</p> <p><b>Readings:</b>  - Chapter 4 “Writing the Thesis Statement” p. 48  Section 7.7 “Mastering Subject-Verb Agreement” p. 409</p>	<p><b>Topics:</b>  - Outlines  - Introductions and Conclusions</p> <p><b>Readings:</b>  - Chapter 5 “Preparing an Outline” p. 59  - Chapter 7 “Writing Introductions and Conclusions”</p> <p><b>Due:</b>  <b>Summary Assignment</b></p>
<p><b>Week 7:</b>  Oct. 17 &amp; 19</p>	<p><b>Topics:</b>  Arguments</p> <p><b>Readings:</b>  Chapter 20 “Argumentation” p. 266</p> <p><b>Due:</b>  <b>Grammar Test #2</b></p>	<p><b>Topics:</b>  - In-Class Essay</p> <p>Readings:  ---</p> <p><b>Due: In-Class Essay</b></p>
<p><b>Week 8:</b>  Oct. 24 &amp; 26</p>	<p><b>Topics:</b>  - Business Writing  - Intercultural Communication</p> <p><b>Readings:</b>  ---</p>	<p><b>Topics:</b>  - Direct and Indirect Letters  - Pronouns</p> <p><b>Readings:</b>  Section 7.9 “Solving Pronoun Problems” p. 433</p>
<p><b>Week 9:</b>  Oct. 31 &amp;  Nov. 2</p>	<p><b>Topics:</b>  - Library Skills  - Researching Your Subject</p> <p><b>Readings:</b>  - Chapter 11 “Researching Your Subject” p. 147</p>	<p><b>Topics:</b>  - Research</p> <p><b>Readings:</b>  - Chapter 14 “Formatting a Research Paper” p. 218</p> <p><b>Due: Peer Edit Letter Assignment</b></p>
<p><b>Week 10:</b>  Nov 7 &amp; 9</p>	<p><b>Topics:</b>  - Emails</p>	<p><b>Topics:</b>  - Oral Presentations  - Commas</p>

	<b>Readings:</b>  <b>Due: Grammar Test #3</b>	<b>Readings:</b> Section 7.10 “The Comma”  <b>Due: Business Letter Assignment</b>
<b>Week 11:</b> Nov 14 & 16	<b>Topics:</b> <b>Lab Work: Oral Presentations</b>	<b>Topics:</b> Business Reports Colons and Semi-Colons  <b>Readings:</b> Section 7.11 “The Semi-Colon” p. 463 Section 7.12 “The Colon” p. 468
<b>Week 12:</b> Nov 21 & 23	<b>Due: Oral Presentations</b>	<b>Due: Oral Presentations</b> <b>Due: Business Email Assignment</b>
<b>Week 13:</b> Nov 28 & 30	<b>Topics:</b> - Documentation  <b>Readings:</b> - Chapter 13 “Documenting Your Sources” p. 180  <b>Due: Grammar Test #4</b>	<b>Topics:</b> Peer Edit Report  <b>Due: Peer Edit Report</b>
<b>Week 14:</b> Dec 5 & 7	<b>Topics: TBA</b>  <b>Readings: TBA</b>	<b>Due: Business Report</b>

### Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Due Date
Paragraph Assignment	5%	Monday, Oct. 3 <sup>rd</sup>
Summary Assignment	10%	Wednesday, Oct. 12 <sup>th</sup>
In-class Essay	10%	Wednesday, Oct. 19 <sup>th</sup>
Business Letter Assignment	15%	Wednesday, Nov. 9 <sup>th</sup>
Business Email Assignment	10%	Wednesday, Nov. 23 <sup>rd</sup>
Oral Presentation	15%	Mon/Wed, Nov. 21 <sup>st</sup>
Business Report	20%	Wednesday, Dec. 7 <sup>th</sup>
Grammar Tests	10%	See Course Schedule
Participation	5%	Continuous

### Grading System:

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2

50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades and for additional information on student record and transcript notations.

<b>Temporary Grade</b>	<b>Description</b>
<b>I</b>	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
<b>IP</b>	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 <sup>rd</sup> course attempt or at the point of course completion.)
<b>CW</b>	<b>Compulsory Withdrawal:</b> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

### Learning Support and Services for Students:

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office, or the College website at <http://www.camosun.bc.ca>

### Student Conduct Policy

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College website in the Policy Section: <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

### Academic Progress Policy:

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office and on the Camosun College website in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

### Additional Information:

- All major assignments are mandatory. Students cannot complete the course unless all these assignments are submitted.
- Lates will be marked with a penalty of 5% per day (unless accompanied by appropriate documentation for illness, etc.) up to one week beyond the due date. I normally do not give extensions, but if one is required, come speak to me *before* the due date. Late assignments will be given a grade but no feedback.
- Assignments must be submitted in person. Please do not email assignments.
- Please keep a copy of all assignments.

- Students are expected to participate in all class activities.
- Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.
- **Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All sources of ideas or information that is not primarily your own must be documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.
- Please feel free to contact me about any concerns or questions you may have about the course. The easiest way to contact me is by email or to see me during my office hours.