



School of Access
English 140 (001)
Technical-Professional English
Course Outline: Winter, 2012

Instructor: Jane Dillon-Davis

Office: TBA

Office Hours: Th. 1:30-2:30pm, after class, or by appointment

E-mail: dillondavisj@camosun.bc.ca

Class Time: T, Th. 2:30-4:20pm

Location: Tuesdays: Campus Centre, 104; Thursdays: CBA, 219

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 first part of 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, and memos, 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.

Texts:

Essay Essentials (5th edition) Norton and Green

Intended Learning Outcome:

In this course, students will

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

Assignments and Evaluation:

ASSIGNMENTS	WEIGHTING
paragraphs and summaries (3-6), emails (1-2), letters (2-3)	25%
grammar quizzes (5), reading comprehension exercises and tests, other short assignments	15%,
essays (2), mid-term test, final test	30%
group work, participation in writing workshops, group presentations	10%
Research Report	20%
TOTAL	100%

Standard 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
-49	F	Minimum level has not been achieved.	0

General Information:

- All major assignments, including essays, tests, and reports, are mandatory. Students cannot complete the course unless all these assignments are submitted.
- Late assignments will be graded with a penalty of 2% per day up to one week after the due date. (exceptions only in extenuating circumstances and at instructor's discretion)
- Please note that there are no make-up grammar quizzes.

- **Assignments must be submitted in person. Please do not email assignments.**
- Also, please keep a copy of typed assignments submitted and keep a file of all returned graded assignments for the duration of the course.
- While attendance is neither mandatory nor graded, there is a mark for class participation in workshops, group work, and presentations.
- **Plagiarism:** 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 appropriately documented according to MLA guidelines. The minimum penalty for plagiarism is a zero on the relevant assignment. Please see Student Conduct Policy.
- **Contacting the Instructor:**
Please feel free to contact me about any concerns or questions you have about the course. The easiest ways to contact me are by email, or in person before or after class, or during office hours (See Course Outline).

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 Administrative Office, Registrar's Office, and on the College web site in the Policy Section.

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

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 on the College web site at <http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Academic 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, Registrar's Office, and on the College web site in the Policy Section. <http://www.camosun.bc.ca>