



**ELD 097: Self-Paced Course  
Winter 2017**

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<b>Office Hours:</b>	by appointment
<b>Classroom:</b>	*Wed. Lansdowne Ewing 202 4:00 – 6:00 pm (or by appointment) Mon. Tues. Thurs. Interurban Campus CBA 160 4:30 pm - 5:50 pm
<b>Course Dates:</b>	January 9 - April 20
<b>Textbook</b>	Ten Steps To Advanced Reading Skills; Langan 2e
<b>Last Date for Final Writing Submission:</b> Thursday, April 13	

\*These are the published times for our class. I appreciate you letting me know by email if you plan to see me during these times. For in class reading tests, I can arrange for you to do them at the Help Center either at Lansdowne or Interurban at your convenience if you let me know ahead of time.

### Instructions for the Self-Paced 097 Business Writing Units

There are 4 Business Writing units in the self-paced program. Each unit contains lessons, practice exercises, an answer key and writing assignments. Follow the instructions and work through each unit as directed. If you have any questions about the concepts or exercises presented, let your instructor know. It is important that you also do the unit practice exercises in D2L before you attempt the assignments so you can complete the assignments correctly.

#### **How do I submit my assignments?**

All unit assignments have clear instructions and you will be given a schedule with a suggested due date for each assignment. This is a self-paced course so not everyone will submit assignments at the same time, but the due date is to guide you and to help you organise your work schedule. Assignments must be sent to your instructor electronically via the D2L dropbox . The dropbox will clearly identify which assignment it is intended for. If you don't know how to do this, your instructor can help you.

It is very important that you identify each assignment clearly and completely. For instance:

**Jane Park; 097 Unit 1 Assignment 1, Draft 1**

**George Ramirez; 097, Unit 3, Assignment 11, Draft 2**

**How will my assignments be marked?**

For each unit assignment, you send in a draft to the instructor. The instructor will give you feedback on the assignment. Based on this feedback, you re-write the assignment and send it in again and/or arrange to meet if you have questions. You then send in the final draft of your assignment. The final draft of your assignment is graded according to the Evaluation Criteria outlined in each unit.

Your final grade is based on your score on the assignments in each of the units.

Unit 1 assignments	15%
Unit 2 assignments	15%
Unit 3 assignments	25%
Unit 4 assignment	25%
<b>Total</b>	<b>80%</b>

#### **Course Writing Material**

There is no textbook for the 097 writing units. Your instructor will provide you with printed copies of the ELD 097 Units. The ELD 097 Units are also available as word or PDF documents, on D2L and can be sent to you via e-mail.

#### **Do I have to take a Final In-Class Writing Exam?**

In the ELD 097 self-paced course there is no scheduled final exam for the Business Writing Units. All assignments that you do must be your own. It is assumed that you are taking this course to improve your OWN skills (not someone else's) therefore the instructor trusts that everything you submit has been written by you. If your instructor suspects that you are not submitting your own work, he/she will schedule in-class assignments and a final exam for you.

#### **On Line D2L Support for Self-paced ELD 097**

All 097 writing units can be found under your instructor's name on Camosun's Desire to Learn (D2L) site. Simply go to Camosun College Homepage and click on D2L. Follow the directions and register on line. As well as each of the four business writing units for 097, there are additional comprehensive practice exercises and writing tips for each unit, both written and for some units verbal instructions. All of these exercises can be completed and independently checked by students on line. If you require additional support, please contact your instructor.

## **Instructions for the ELD 097 Self-Paced Reading Program**

**"10 Steps to Advanced Reading 2/e"** is the required reading text for 097.

During the first week of the term, make an appointment with your instructor to take a **Diagnostic Reading Test from Chapters 1 – 5 of the** reading skills textbook. The time limit for the tests is 2 hours.

Based on the results of your test, you will be assigned chapters to read in the textbook. For example, if you get higher than 75% on the diagnostic test, you do not have to review those chapters in the textbook, though review, of course, is helpful.

If you score less than 60% on a particular chapter in the test, it is highly recommended that you review and do all Practice, Review, and Mastery Tests for that particular chapter. A limited answer key is provided at the back of your textbook for all Practice Tests in each chapter of your required Ten Steps to Advanced Reading 2/e.

Each chapter in this textbook focuses on a particular reading skill; for example Chapter One: 'Recognizing Main Ideas' provides an in-depth explanation of the reading skill followed by a number of practice exercises. A further set of comprehensive Review and Mastery Tests provide the student with additional practice in each chapter. These additional tests are not mandatory but recommended to help increase your understanding of a particular reading skill.

Once you have the results of your diagnostic reading test, follow these instructions for each chapter of the reading text that you are assigned:

- Read the chapter and do all the Practice Tests. Check your answers using the **Answer Key** in your student textbook.
- Do the **Review Tests and Mastery Tests** in each chapter. The complete set of answers for the Review and Mastery Tests are provided in your Camosun College D2L site under 097 TP Answer Key. If you score above 75% or you feel comfortable with your results, you can then move on to other chapters where you scored less than 75% OR you feel you need further review and practice with that particular reading skill. Since this is a self-directed course, you do not need to do all the recommended readings and Practice, Review, and Mastery tests for each chapter. Your student textbook is very comprehensive and completing every test will take considerable time.

When you have completed all your assigned chapters, schedule an appointment to write the **Midterm Reading Exam**.

If you score above 75% on diagnostic tests chapters 1 - 5, you can go ahead and take the **Midterm Reading Exam** for these chapters. If you complete this successfully, you take the diagnostic tests for chapters 6 – 10. You will be assigned chapters to read in the textbook based on your score on chapter tests 6 - 10.

If you score 75% or higher on the diagnostic tests for chapters 6 – 10 you can take the **Reading Final Exam**. Your reading grade will be assigned as follows:

Diagnostic Test Chapters 1 – 5	15%
Midterm Exam	35%
Diagnostic Test Chapters 6 – 10	15%
Final Reading Exam	35%
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	100%

**\*Your final reading score will comprise 20% of your final grade for ELD 097.**

## **Suggested Reading Schedule for “Ten Steps to Advanced Reading”**

Week 1: Introduction to Improving Reading Skills: Diagnostic Reading Test (based upon Chapters 1- 5 Part One)

Week 2: Chapter 1

Week 3: Chapter 2

Week 4: Chapter 3

Week 5: Chapter 4

Week 6: Chapter 5

Week 7: Mid-term Test (based upon Chapters 1- 5 Part One)

Week 8: Mid-term Diagnostic Test (based upon Chapters 6 - 10 Part one)

Week 9: Chapter 6

Week 10: Chapter 7

Week 11: Chapter 8

Week 12: Chapter 9

Week 13: Chapter 10

Week 14: Final reading test (based upon Chapters 1- 10 Part One)

This suggested reading schedule is only intended as a reasonable guideline. As with any self-paced class, students progress at their own rate depending upon reading proficiency and personal commitments. Some students may find they are able to accelerate their practice reading and tests. Please keep your instructor informed of your progress and arrange any diagnostic or final reading test at least one week in advance. All reading tests are to be taken in class at either Interurban or Lansdowne Campus. Each test is approximately 2 hours in length.

## **Additional Support to ELD 097 Reading Syllabus:**

Upon registering for ELD self-paced 097 and buying the required course textbook “Ten Steps to Advanced Reading 2/e” students can access the TP Learning Center without additional cost. Each chapter in the book begins with a video lesson which includes explanation and introductory practice exercises. This is an excellent listening resource that should not be ignored. Furthermore, each chapter provides additional extensive reading exercises and practice tests with answers and scoring. To gain access to this supplemental material:

1. Go to [www.townsendpress.com](http://www.townsendpress.com) and click on Learning Center.
2. Click “Create” and follow the on screen directions. During this account creation process, you will be asked to select your school or college. You will see a list of approved instructors. Your instructor’s name should be on the list. It costs

nothing to create an account. All that is required is a valid e-mail address and a password which each student enters during the account creation process.

3. Go to Current Textbooks and click on “10 Steps to Advanced Reading”. This an extensive site that provides video lessons, excellent practice reading exercises, and review tests similar to the diagnostic, mid-term and final exams.