



# ELD 042-001 English Essentials 1 Reading/Writing Summer Course Outline May 7 to August 17, 2018

**Time:** 8:30 – 10:20 (M- F)  
**Room:** M, T, Th, F CBA 142  
W CBA 144  
**Instructor:** Beth Konomoto  
**Office:** CBA 127  
**Office Hours:** by appointment or after class  
**Phone:** 250-370-4947  
**Email:** [konomotob@camosun.ca](mailto:konomotob@camosun.ca) OR D2L email

## Books and Materials

1. *Active Skills for Reading Book 2*, 3<sup>rd</sup> Edition
2. *Great Writing 4<sup>th</sup> edition* by Keith Folse, A.M-V and E.VS Book 1
3. *Longman Dictionary of Contemporary English (Optional)*
4. A three-ring binder and loose-leaf paper

## No Classes

Victoria Day: Monday, May 21<sup>st</sup>  
Canada Day Holiday: Monday, July 2<sup>nd</sup>  
British Columbia Day: Monday, August 6<sup>th</sup>

## Expectations

- You are expected to be on time, attend class every day, speak English in class and out of class, participate in class activities, ask questions if you don't understand, and complete your assignments.
- You must keep your cell phone on silent and use proper cell phone etiquette. (We will discuss this in class in the first week)
- If you need to be absent, phone to leave a message or email your instructor.
- If you miss classes, ask a classmate to collect any handouts and contact him or her each day to find out about homework. Get the phone number or email address of two classmates before the end of the first week.

## ELD 042 Learning Outcomes

In this integrated skills course, non-native speakers are introduced to essential reading and writing skills using an expanding range of vocabulary in mostly familiar, non-demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 4 to 5. By the end of this course, students will be working at Canadian Language Benchmark 5.

### Reading

- Interpret relatively short, clearly-organized texts related to mostly familiar, relevant topics with possible visual support in mostly non-demanding contexts.
  1. Understand simple personal social messages (such as invitations, thanks, apologies or arrangements).
  2. Understand simple, clearly-sequenced point-form instructions and instructional texts.
  3. Get information from formatted, business or service texts (such as forms, tables, schedules, brochures, notices or flyers).
  4. Understand the purpose, main ideas, key information and specific details in relatively short texts about mostly familiar topics. Understand unformatted texts.
  5. Access and locate information from print or internet sources.

### Writing

- Reproduce or record an expanded range of information from relatively short texts.
- Write simple sentences and short texts and paragraphs related to personal experiences and common situations in non-demanding contexts.
  1. Write short, personal and informal social messages on familiar topics (such as invitations, updates, thanks or apologies).
  2. Copy or record an expanded range of information from instructions, reference sources, websites, recipes, schedules or short passages.
  3. Complete simple forms with basic personal or familiar information with some responses to simple questions.
  4. Write simple business or service messages (such as responding to on-line sales advertisements or informing a landlord of problems).
  5. Write a paragraph to describe a familiar situation, event, past personal experience or future plan.

To complete 042, students must get a mark of S (Satisfactory) on the outcomes in each skill area (reading and writing). There will also be in-class quizzes and the results will be considered in the overall assessment.



**ELD Department  
Progress and Attendance Policy  
ELD 032-064**

Students are responsible for

- attending classes regularly (see "Attendance" below)
- speaking English in class
- participating in discussions and group activities
- doing assigned homework and in-class work
- contributing to a positive learning environment
- turning off cell phones and
- going to the Help Centre for extra help.

**ATTENDANCE**

Students are expected to attend class every day, participate in class discussions and group activities, and complete assignments.

**If you are absent, please email or leave a message with your teacher.**

<http://camosun.ca/learn/calendar/current/procedures.html>

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend and does not contact the instructor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid, and may receive an "F" grade.

**If you cannot come the day of a test, please phone or email the instructor  
before the beginning of the class.**

**Makeup tests will only be considered with a valid excuse and with sufficient notification.**

During the term, if a student misses one week of class(es) without official documentation, s/he will first meet with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- counselling
- attend the Help Centre
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

At the end of term, if a student has missed 50% of classes after having received departmental support, a letter will be sent to the student's local and permanent address regarding his or her absence in the course. A student with an attendance problem may not be allowed to register for the following term.

In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

Students in any level who are receiving funding for their courses are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact his/her instructor(s) or an ELD instructional assistant. Alternatively, official documentation is expected.

## **GRADING POLICY:**

To complete **042** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading and writing listed on Page 1 above). At the end of the term, the student will receive a grade based on the Competency Grading System below.

### **Competency Based Grading System**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

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.

## **ACADEMIC PROGRESS POLICY**

### **Progress**

If a student does not progress in the first attempt of a level, s/he will talk with the instructor to find ways for the student to succeed. This may include counselling, getting help from the Help Centre, a different program or institution.

If the student does not progress in the second attempt at the same level, s/he may be put on probation for the following term.

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, Registration, and on the College web site in the Policy Section.