

CAMOSUN COLLEGE - COURSE OUTLINE
ENGLISH 130, SECTION 1
QUARTER 1, 2004

Instructor: Norma DePledge
 Phone: 370-4436
 Email: depledge@camosun.bc.ca

Office: CC 119B
 Office Hrs: M-W 10:30-12, 1:00-2:20

Required Texts

DePledge, Norma. *English 130 Workplace Communications Course Pack*

LEARNING OUTCOMES ENGLISH 130 - Technical Communications Adopted Fall / 2003	
CALENDAR COURSE DESCRIPTION This is a preparatory workplace writing course for access students in all technologies. It focuses on practicing basic composition through planning, drafting and revising, and on practicing critical reading techniques. Students will learn to write paragraphs in several rhetorical modes that they can apply to technical-writing formats in a concise and grammatically correct way. Also, students analyze diverse reading material for elements of meaning, significance, style, and rhetorical strategies. They then learn to collect, evaluate, and report this material to craft clear, concise, and purposeful workplace reports.	
Course Content	Learning Outcomes - Students will
WRITING FORMATS	write single and multi-paragraph reports for various purposes and audiences select and use report formats purposefully (progress, analysis, incident, field, complaint)
WRITING TECHNIQUE	write more effectively by employing various stages of the writing process which may include pre-writing, planning, drafting, conferring, revising and editing/proofreading
WRITING STRUCTURE	shape content purposefully using the direct writing approach (summary, background, facts, action or results)
WRITING STYLE	analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary write in a style that exhibits brevity, clarity, and plain language
WRITING INTEGRITY	recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others
READING STRATEGIES	learn to read using four techniques (skimming, scanning, analysis, and interpretation) recognize and evaluate different rhetorical modes quote, paraphrase, and summarize correctly with critical understanding of selected readings evaluate argument, support, and evidence for validity, reliability, currency, and objectivity distinguish between implicit and explicit messages in technical and professional communications

English 130 Features

- The curriculum is identical for students in all the technologies.
- It not only covers grammar and basic composition, but also reading skills and strategies for the workplace.
- Rather than being designed to achieve grade 12 equivalency, the new curriculum is designed to build for future student success in the technology programs.

Evaluation (Dues dates may be subject to change.)

EXAMS AND ASSIGNMENTS	DUE DATE	WORD LENGTH	YOUR GRADE IN PERCENT	ASSIGNMENT VALUE	YOUR TOTAL
Diagnostic assignment	Oct 12	200		5%	
Assignment 2	Oct 21	500		10	
Peer Editing Exam	Oct 21	varies		15%	
Assignment 3: Email and Incident Report	Nov 18	5-600		15%	
Assignment 4: Executive Summary	Nov 25	300-350		10%	
Assignment 5: Problem Analysis Report	Dec 9	500		15%	
Participation: homework, quizzes, attendance				10%	
Final exam	TBA	varies		20%	
Totals				100%	

CALCULATING YOUR GRADE

To calculate your grade as the course progresses, multiply your “GRADE IN PERCENT” by the “ASSIGNMENT VALUE.” Then divide your answer by 100.

ATTENDANCE

A major study concluded that the single most important factor in student success in college is attendance. I expect you to be present at every class. Failure to attend classes in which homework is due or peer edits are conducted will be reflected in your grade. Unless there are exceptional circumstances, I will not accept homework late.

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

Submission of assignments

All assignments, excluding quizzes and exams, must be word processed. They will be graded for both content and form.

Due dates and late papers

- **You must submit all assignment and write all major exams to pass this course.**
- Assignments are due on the due date at the beginning of class.
- Late assignments will be penalized 5% per day including weekends to a maximum of 7 days.
- Assignments received later than 7 days after the due date will receive 0.
- Because students must complete all assignments in order to pass the course, even papers submitted so late that they will receive 0 must fulfill the requirements of the assignment and be submitted by the final class.

Assignment format

- Word-process on 8 1/2 X 11" white paper.
- Write on one side of the paper only.
- Use block format and workplace standard; that is, single space the text, and double space between paragraphs. Do not indent paragraphs.
- Use 12 point font.
- Normally, use the default margins in your word processing software, about one and one half inch on top and left, one inch on bottom and right. Adjust margins for design purposes when it is appropriate to do so.
- Paginate in Arabic numerals (1, 2, 3...). Place pagination either in the top right corner or at the middle or right of the page.
- Staple pages in top left corner.
- Do not add title pages or covers unless instructed to do so.

Camosun College Grading System:

A+	95-100	B+	80-84	C+	65-69	F	49 and below
A	90-94	B	75-79	C	60-64		
A-	85-89	B-	70-74	D	50-59		