

Camosun College Course Outline
School of Access
Department of English
English 140: Technical and Professional Writing
Fall Semester 2004:

Class Days: Mondays, Wednesdays
Class Times: 10:30-12:20
Room Number: Campus Centre 122, 123
English Help Centre: Ewing 202, Lansdowne

Instructor: Carole May
Phone: TBA
Office Hours: Mondays, Wednesdays : 9:30-10:30, Interurban TBA
Lansdowne: Tuesdays, Thursdays: 9-10:00; 1:00-2:00; Fridays: By appointment only

Office: Ewing 204 Lansdowne
E-mail: may@camosun.bc.ca

Required Texts:

May, Carole. Spotlight on Paragraph and Essay Skills. Toronto: Pearson Education. 2004 (approx \$53.00)
Doran, Martha A. Keys to Business Success. Prentice Hall, 2000. (approx \$70.00)

Calendar 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.

Course Content:

Upon completion of this course, students will be able to do the following:

1. Apply the knowledge, skills, and processes needed to communicate by listening, speaking, reading, writing, and viewing.
2. Demonstrate a knowledge, understanding, and appreciation of language and how it is used by employing paragraphs, essays, summaries, and short reports.
3. Show understanding of basic literary terms by correctly interpreting a variety of readings.
4. Develop an orderly approach to structuring a piece of writing by using a process approach.
5. Prepare and present a variety of technical and professional communications and documentation that occur in the workplace.

6. Apply the appropriate formats associated with each writing/communication task.
7. Determine the most appropriate means to transfer information (by written, oral, or visual means).
8. Employ basic practical technical and professional communication principles by writing short business reports.
9. Utilize a variety of research methods to collect data to write a research report.
10. Analyze the informational needs and backgrounds of various audiences and construct written assignments appropriate to the intended audience.
11. Use a peer editing process to identify writing errors.
12. Explain the value and limitations of collaborative work.
13. Collaborate and consult effectively with others in completing communications tasks through means that include interacting confidently, assuming responsibility for their roles in teams, respecting and promoting respect for the contributions of other team members, demonstrating a commitment to the teams and to project goals while developing effective listening and speaking.
14. Design professional workplace writing by applying the etiquette conventions appropriate to various technical and professional communicative situations.

Course Overview:

English 140 will help prepare students for the reading and writing demands of their chosen career programs at Camosun College. It is equivalent to TPC 12 and can be used as a prerequisite to English 150. The course will cover paragraph, summary, essay, and basic report writing along with workplace writing, one collaborative project, and grammar study.

Assignments, Due Dates, and Marks:

Assignment and Exams	Due Date	Word Length	Your Grade	% Weighting	Your Total
1. Writing Sample	September 13	200		no grade	
2. Paragraph Assignment	September 15	200		5%	
3. Paragraph Assignment	September 20	200		5%	
3. Summary	September 27	300		10%	
4. In-class writing	October 4	300		10%	
6. Essay # 1	October 21	600		10%	
7. Report	November 22	oral		part of 15%	

Proposal Due		presentations		item 9	
8. Essay # 2 Literature Essay	November 24	600		10%	
9. Collaborative Report	December 8	800-1000		15%	
10. Grammar tests	mid-term and final	mid-term October 27		10%	
11. Grammar Assignments	bi-weekly	-- --		10%	
12. Final exam	December 15			15%	
Total*				100%	

Responsibilities of Students:

- Attend every class.
- Find out what your assignment is and what you are expected to do.
- Hand in assignments on the dates due.
- Participate actively and fully in your collaborative group project.
- Act responsibly in your group project.
- Participate actively and fully in class.
- Practise good listening skills.
- Ask for assistance when you require it.

Assignment Submission and Format:

- All written assignments completed outside of class must be word processed.
- Use 8 ½ X 11" clean white paper.
- Write on one side of the paper only.
- Use block format.
- Use single spacing between lines.
- Use a font size of 11- or 12-point only. Fonts larger or smaller will not be accepted in assignments.
- Place page numbers on the bottom right of each page, except the first page.
- Provide a title page according to the sample your instructor provides.

Guidelines for English 140:

- Assignments are to be handed in on the due date.
- Late assignments will be penalized.
- Assignments later than one week will receive 0.

- Talk with your instructor if you anticipate a missed deadline because of extraordinary circumstances. The English Department requires a doctor's certificate for due dates missed because of illness.
- All assignments and exams must be completed in order to pass English 140.

Resources:

If you are able to get to Lansdowne campus from the Interurban campus, you can make use of the English Help Centre. The English Help Centre is located in Ewing 202 on the Lansdowne campus. The EHC has computers, tutoring, and resource materials available. Sharlene McLaren and Anne Gilbody are instructional assistants available there. Sharlene primarily assists English Access students in ENGL 140, ENGL 092 and 094; Anne primarily assists ELD ENGL 092 and 094 students. You may attend any hours during the week when the EHC is open. You may work on assignments, get extra help with something from your ENGL 140 course, access extra resources online or on hard copy, or work on a special project. Attendance will be recorded.

Weekly Schedule

Week	Assignment Topic	Corresponding Text Work
Week 1 September 8	Welcome; Course outline review; questions; writing about yourself assignment	see next week
Week 2 September 13	Preparing to Write (first hour) Business Careers (second hour) Writing About Yourself Due:	<u>Spotlight</u> : Complete Chapters 1,2, <u>Keys</u> : Chapter 1: pp 1-13 for discussion
Week 2 September 15	Organization of a Paragraph; The Process Paragraph (first hour) Business Careers (second hour)	<u>Spotlight</u> : Chapter 3, 4 Chapter 16: Reading 1, 4, 5 <u>Keys</u> : Chapter 1: pp. 13-25
Week 3 September 20	Grammar: Basics: Nouns, Pronouns, Verbs (first hour) Peer Editing (second hour) About Learning (second hour) Process Paragraph Due	<u>Spotlight</u> : Complete Chapter 10 <u>Keys</u> : Chapter 2
Week 3 September 22	Comparison/Contrast Paragraph (first hour) About Learning (second hour)	<u>Spotlight</u> : Chapter 5; Chapter 16, Readings 6, 8 <u>Keys</u> : Chapter 2
Week 4 September 27	Subjects-Verbs + Agreement (first hour) Comparison/Contrast (in-class)(second hour)	<u>Spotlight</u> : Chapter 11
Week 4 September 29	Classification/Division and Cause/Effect Paragraphs (two hours)	<u>Spotlight</u> : Chapter 6,7 Chapter 16: Readings 10, 12,19
Week 5 October 4	Definition Paragraphs (first hour) Classification/Division or Cause Effect Paragraph Due Peer Editing (second hour)	<u>Spotlight</u> : Chapter 8 Chapter 16: Readings 14,15 <u>Keys</u> : Chapter 3

	Goal Setting (second hour)	
Week 5 October 6	Punctuation and Capitalization (one and a half hours) Time Management (one-half hour) Definition Paragraph Due	<u>Spotlight</u> : Chapter 12 <u>Keys</u> : Chapter 3
Week 6 October 11	Writing Summaries (one and one-half hours) Critical Thinking (one half hour)	Instructor Hand-out: Summaries <u>Keys</u> : Chapter 4
Week 6 October 13	Modifiers (one hour) Introduction to the Essay (one hour) Summary Paragraph Due	<u>Spotlight</u> : Chapter 9. 13
Week 7 October 18	Essays (one hour): Developing Thesis and Support Critical Thinking (one hour)	<u>Keys</u> : Chapter 4 <u>Spotlight</u> : Chapter 17: Reading 2, 3, 4
Week 7 October 20	Patterns of Sentences (one hour) Critical Reading (one hour) Essay # 1 Due	<u>Spotlight</u> : Chapter 14 <u>Keys</u> : Chapter 5
Week 8 October 25	Grammar Review (one hour) The Report (one hour)	Instructor Handout
Week 8 October 27	Mid-Term Grammar Test (two hours)	Previous Assigned Grammar Chapters from <u>Spotlight</u>
Week 9 November 1	Literature Essays (one hour) Short Story Discussion (one hour)	Read: Writing a Literature Essay Handout Read: Short story handout
Week 9 November 3	In-class Essay (two hours)	--
Week 10 November 8	Sentence Faults (one hour) Peer Editing (one-half hour) Critical Reading (one-half hour)	<u>Spotlight</u> : Chapter 15 <u>Keys</u> : Chapter 5
Week 10 November 10	The Report (one hour) Preparing Your Proposal Short Story Discussion	Instructor Handout Short Story Handout
Week 11 November 15	Editing (one hour) Note-Taking and Writing (one hour)	<u>Keys</u> : Chapter 6
Week 11 November 17	Literature Essays (first hour) Short Story Discussion (first hour) Note Taking and Writing (second hour)	Instructor Handout Short Story Handout <u>Keys</u> : Chapter 6
Week 12 November 22	Report Proposal Presentations (two hours)	Be prepared to share your proposal with the class.
Week 12 November 24	Peer Editing Report Outlines (one hour) Listening and Test-Taking Literature Essay Due	Bring report outline <u>Keys</u> : Chapter 7
Week 13 November 29	Grammar and Mechanics Review	previous <u>Spotlight</u> chapters

	and Editing (one hour) Listening and Note Taking (one hour)	<u>Keys: Chapter 7</u>
Week 13 December 1	Draft 1 Peer Editing (one hour) Business Communication (one hour)	Bring draft 1 report <u>Keys: Chapter 8</u>
Week 14 December 6	Reading Reports (one hour) Business Communication (one hour)	Instructor Handout <u>Keys: Chapter 8</u>
Week 14 December 8	Wrap-up and Review Report Due	
Exam Week	December 13 Final Exam	--
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Camosun College Grading System:

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