

MAJOR ASSIGNMENTS	DUE (Copy From Itinerary)	WORDS (Length)	YOUR PERCENT *	VALUE	YOUR TOTAL **
1. Letter		200 max.v		10%	
2. Memo Report (In-class)		300 max.v		12%	
3. Technical Investigation	Work with a partner or work solo. Submit last class of quarter				
a. Proposal		400 max.v		10%	
b. References List		1 page		C/I	
c. <i>PowerPoint</i> Pres		N/A		15%	
d. Formal Report		2000-3000 v		30%	
OTHER ASSIGNMENTS	Complete these by due dates on itinerary; submit them last day of class.				
4. Workplace Writing Ex.		6 Exercises		3%	
5. Grammar Lessons and Ex.		21 Exercises		3%	
TESTS					
1. Grammar Quiz No.1		N/A		5%	
2. Grammar Quiz No.2		N/A		12%	
TOTAL Semester				100%	_____ %

v These assignments must be word processed.

* All assignments will be marked in percentages i.e. out of 100.

** To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your answer by 100.

5 Note that there is no final exam.

Letter Grade Conversions (Camosun College Standard)

A+ - 95%	B+ - 80%	C+ - 65%
A - 90%	B - 75%	C - 60%
A- - 85%	B- - 70%	D - 50%