



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

Instructor: Joe Bengé B.Ed.; M.A.
Phone: 250-370-4493
Office Hours: Mon: 12:30 – 3:20; Wed/Thurs: 2:30 – 3:20

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2. Intended Learning Outcomes

Upon successful completion of this course a student will be able to:

- 1. Apply the steps of an effective writing process to workplace correspondence, reports, and manuals.**
 - a) Use brainstorming, clustering, and outlining techniques to generate ideas for writing.
 - b) Generate drafts of writing using the principles of workplace writing.
 - c) Use principles of grammar, punctuation, and usage to revise and proofread writing.
- 2. Write workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.**
 - a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
 - b) Write in a style that meets the informational needs and backgrounds of various audiences.
 - c) Write in a style that exhibits brevity and clarity and avoids language of low-information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.
 - e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.
- 3. Plan, organize, structure, and write workplace formats for a variety of situations.**
 - a) Compose effective job-search documents related to specific job descriptions.
 - b) Write a user manual that employs clear instructions and procedures that can be followed accurately.
- 4. Design technical documents for high readability and appeal using word-processing software and techniques.**
 - a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
- 5. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.**
 - a) Demonstrate mastery of basic grammar concepts by completing practice exercises.
 - b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

3. Required Materials

Course Booklet from bookstore (Required), and any pocket style grammar manual (Optional).

4. Course Content and Schedule

ITINERARY FOR ENGLISH 170 (QUARTER)		
Lesson No.1 – Course Introduction	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> ATTENDANCE CHECK INTRODUCTIONS COURSE INTRODUCTION COURSE PACKAGE ORIENTATION EVALUATION PROCEDURES PACT INTRODUCTION GRAMMAR INTRODUCTION 	<ul style="list-style-type: none"> Grammar Topic 1 - Parts of Speech 	COMPLETE AND SUBMIT “Getting To Know You” FORM.
Lesson No.2 - Workplace Writing Principles	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> WORKPLACE WRITING PRINCIPLES STYLE - The 7 C’s of Workplace Writing STRUCTURE IN WORKPLACE WRITING DOCUMENT DESIGN 	<ul style="list-style-type: none"> Grammar Topic 2 - Sentence Basics Grammar Topic 3 - Voice: Active and Passive PACT 1 - Words and Phrases Commonly Misused in Workplace Writing 	
Lesson No.3 – Letter Writing	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> LETTER WRITING USING THE DIRECT APPROACH - STYLE LETTER WRITING USING THE DIRECT APPROACH – FORMAT BC TRANSIT EXAMPLE POSTAL CODES - NORTH AMERICA 	<ul style="list-style-type: none"> Grammar Topic 4 - Modifiers (Read lesson) Grammar Topic 5 - Sent. Errors - Fragments Grammar Topic 6 - Sent. Errors - Run-ons; Comma Splices PACT 2 - Style and Tone in Workplace Writing 	
Lesson No.4 – Workplace Corresp. Practice	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> REVISION EXERCISE - Workplace Correspondence Practice VIDEO - Sharpening Your Business Writing Skills - 2 PROOFREADING TECHNIQUES 	<ul style="list-style-type: none"> Grammar Topic 4 - Modifiers (Do Exercise) Grammar Topic 7 - The Comma PACT 3 – Memo Revision Exercise – Lost Laptop; We’re Not Pleased PACT 4 - Video Worksheet for Sharpening Your Business Writing Skills – 2 	
Lesson No.5 – Parallelism, Vert. Lists	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> PARALLEL STRUCTURE IN WORKPLACE WRITING VERTICAL LISTS IN WORKPLACE WRITING 	<ul style="list-style-type: none"> Grammar Topic 8 - The Colon PACT 5 - Parallelism (Vertical Lists) 	
Lesson No.6 – The Indirect Approach	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> THE INDIRECT (REFUSAL) APPROACH IN WORKPLACE WRITING – For Issues That are Unpleasant 	<ul style="list-style-type: none"> PACT 6 - Practicing Nods in the Indirect Approach PACT 7 - E-mail Revision (Bad News) 	MAJOR ASSIGNMENT No.1- Letter (Direct Approach)
Lesson No.7 – Memo / Short Report	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> THE WORKPLACE MEMO / SHORT REPORTS DISCUSSION OF ASSIGNMENT No.2 (Using Indirect Approach in Workplace Writing) 	<ul style="list-style-type: none"> Grammar Topic 9 - The Semi-Colon Grammar Topic 10 - The Apostrophe Grammar Topic 11 - The Hyphen 	
Lesson No.8 – Illustrating Workplace Reports	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> ILLUSTRATING WORKPLACE DOCUMENTS CREATING CHARTS AND GRAPHS RAW VS INTERPRETIVE DATA CAPTIONS FOR CHARTS AND GRAPHS 	<ul style="list-style-type: none"> PACT 8 - Illustrating Workplace Reports - Creating Charts PACT 9 - Illustrating Workplace Reports - Inserting Pictures and Screen Captures 	MAJOR ASSIGNMENT No.2 – Correspondence Using the Indirect Approach
Lesson No.9 – Appropriate Language	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> APPROPRIATE LANGUAGE IN WORKPLACE WRITING WORDS WITH DIGNITY 	<ul style="list-style-type: none"> Grammar Topic 12 - Adjective or Adverb? PACT 10 - Appropriate Language in Workplace Writing PACT 11 - Words With Dignity 	
Lesson No.10 – In-lab Writing Assignment	Grammar / Practice Activities (PACTS)	Assignment Due

1. IN-LAB WRITING ASSIGNMENT		MAJOR ASSIGNMENT No.3 – Memo Report (In Class)
ITINERARY FOR ENGLISH 170 (QUARTER) / 2		
Lesson No.11 – Illustrated Report / Numbers	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> THE ILLUSTRATED REPORT - DETAILS THE ILLUSTRATED REPORT GUIDELINES PREPARATION FOR PACT 13 USING NUMBERS, ABBREVIATIONS, AND MEASURES IN WORKPLACE WRITING 	<p>Grammar Review – Lessons 1-12</p> <ul style="list-style-type: none"> PACT 12 - Using Numbers and Measures in Workplace Writing 	
Lesson No.12 – In-lab Writing Assignment	Grammar / Practice Activities (PACTS)	Assignment Due
1. IN-LAB WRITING ASSIGNMENT		MAJOR ASSIGNMENT No.4 Illustrated Report Assignment (In-class)
Lesson No.13 – Job Search	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> INTRODUCTION TO JOB SEARCH JOB SEARCH GEMS THE HIDDEN JOB MARKET THE INFORMATIONAL APPOINTMENT THE ROLE OF SOCIAL MEDIA REVIEW FOR GRAMMAR QUIZ 		Study for Grammar Quiz. Prepare study sheet.
Lesson No.14 – Grammar Quiz	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> JOB SEARCH – VIDEO JOB SEARCH – FINAL WORDS GRAMMAR QUIZ 		GRAMMAR QUIZ Work on Illustrated Report
Lesson No.15 – The Resume	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> DESIGNING A RESUME THE JOB DESCRIPTION THE ILLUSTRATED REPORT – LAST WORDS 	<ul style="list-style-type: none"> PACT 13 – Redrafting Your Job Description PACT 14 – Accomplishments Lang. PACT 15 - Course Skills Exercise 	
Lesson No.16 – The Resume (Continued)	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> RESUME CONTINUED ACCOMPLISHMENTS LANGUAGE COURSE SKILLS EXERCISE 	<ul style="list-style-type: none"> Grammar Topic 13 – Subject-Verb Agreement Grammar Topic 14 – Pronoun-Referent Agrt. 	MAJOR ASSIGNMENT No.5 - The Illustrated Report (WORK ON RESUME)
Lesson No.17 – Cover Letter	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> THE COVER LETTER – DISCUSSION RESUME FINAL INSTRUCTIONS 	<ul style="list-style-type: none"> Grammar Topic 15 – Pronoun Case Grammar Topic 16 – Pronoun Reference PACT 16 - Resume Fix PACT 17 – Cover Letter 	
Lesson No.18 – The User Manual	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> VIDEO – USER MANUALS IN THE MARKETPLACE USER MANUAL INTRODUCTION USER MANUAL GUIDELINES 	<ul style="list-style-type: none"> Grammar Topic 17 – Me Myself, and I Grammar Topic 18 – That or Which? 	MAJOR ASSIGNMENT No.6 Resume with Job Description
Lesson No.19 – Grammar Review	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> REVIEW FOR FINAL GRAMMAR TEST USER MANUAL (REVIEW AND REMINDERS) 		Bring Completed Review Sheet
Lesson No.20 – Final Grammar Test	Grammar / Practice Activities (PACTS)	Assignment Due
1. FINAL GRAMMAR TEST		FINAL GRAMMAR TEST
LAST DAY OF TERM: NO CLASS – WORK ON USER MANUAL		Assignment Due
Finish and Submit User Manual →		MAJOR ASSIGNMENT No.7 - User Manual

5. Basis of Student Assessment (Weighting)

MAJOR ASSIGNMENTS	DUE Copy due dates	WORDS (Length)	YOUR PERCENT	VALUE	YOUR TOTAL
1. Workplace Correspondence (Direct Approach) – Letter		210 max		10%	
2. Workplace Correspondence (Indirect Approach)		300 max		10%	
3. Workplace Correspondence Memo (Mid –Term, In Class)		1 page max		15%	
4. Illustrated Report Assignment (In-Class)		2 pages max		10%	
5. Illustrated Report ©		3 pages max		12%	
6. Resume (and Job Description)		1 page max		8%	
7. User Manual ©		8-15 pages		17%	
OTHER EVALUATION					
8. Personal Performance Completion of Grammar, Practice Activities (Pacts), Homework; Punctuality, Participation		Bonus and Deductions Possible			
QUIZZES					
1. Grammar Quiz (Midterm In-class)		N/A		8%	
2. Grammar Test (Final, In-class)		N/A		10%	
TOTAL Semester			100%	___ %	

NOTE: Students must demonstrate adequate writing ability by receiving a combined average of at least 60% on the mid-term and on one other designated in-class writing assignment to pass the course. If a student does not achieve these criteria, his/her final mark will be the average of the midterm and the other in-class writing assignment.

MAJOR ASSIGNMENTS 1-7 (INCLUDING IN-CLASS ASSIGNMENTS) MUST BE WORD PROCESSED.

There is no final exam; instead, you will submit a final major assignment on the last day of class.

NOTE: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS 1-7 ABOVE TO PASS THIS COURSE.

Letter Grade Conversions - Camosun College Standardized (Modified 2009 to mirror UVic)

A+ - 90% - 100% B+ - 77% - 79% C+ - 65% - 69% F - 0%-49%

A - 85% - 89% B - 73% - 76% C - 60% - 64%

A- - 80% - 84% B- - 70% - 72% D - 50% - 59%

(This section should be directly linked to the Intended Learning Outcomes.)

6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED