



## 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

**Office:** CC 119B  
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**E-mail:** [benge@shaw.ca](mailto:benge@shaw.ca)

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

|  |   |  |
|--|---|--|
| 1. IN-LAB WRITING ASSIGNMENT   |   | <b>MAJOR ASSIGNMENT No.3 – Memo Report (In Class)</b>                  |
| ITINERARY FOR ENGLISH 170 (QUARTER) / 2  |   |  |
| Lesson No.11 – Illustrated Report / Numbers  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. THE ILLUSTRATED REPORT - DETAILS<br>2. THE ILLUSTRATED REPORT GUIDELINES<br>3. PREPARATION FOR PACT 13<br>4. USING NUMBERS, ABBREVIATIONS, AND MEASURES IN WORKPLACE WRITING  | Grammar Review – Lessons 1-12<br><br>• <b>PACT 12</b> - 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   |   | <b>MAJOR ASSIGNMENT No.4 Illustrated Report Assignment (In-class)</b>  |
| Lesson No.13 – Job Search  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. INTRODUCTION TO JOB SEARCH<br>2. JOB SEARCH GEMS<br>3. THE HIDDEN JOB MARKET<br>4. THE INFORMATIONAL APPOINTMENT<br>5. THE ROLE OF SOCIAL MEDIA<br>6. REVIEW FOR GRAMMAR QUIZ |   | Study for Grammar Quiz.<br>Prepare study sheet.                        |
| Lesson No.14 – Grammar Quiz  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. JOB SEARCH – VIDEO<br>2. JOB SEARCH – FINAL WORDS<br>3. GRAMMAR QUIZ  |   | <b>GRAMMAR QUIZ</b><br>Work on Illustrated Report                      |
| Lesson No.15 – The Resume  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. DESIGNING A RESUME<br>2. THE JOB DESCRIPTION<br>3. THE ILLUSTRATED REPORT – LAST WORDS  | • <b>PACT 13</b> – Redrafting Your Job Description<br>• <b>PACT 14</b> – Accomplishments Lang.<br>• <b>PACT 15</b> - Course Skills Exercise                   |  |
| Lesson No.16 – The Resume (Continued)  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. RESUME CONTINUED<br>2. ACCOMPLISHMENTS LANGUAGE<br>3. COURSE SKILLS EXERCISE  | • <b>Grammar Topic 13</b> – Subject-Verb Agreement<br>• <b>Grammar Topic 14</b> – Pronoun-Referent Agrt.  | <b>MAJOR ASSIGNMENT No.5 - The Illustrated Report (WORK ON RESUME)</b> |
| Lesson No.17 – Cover Letter  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. THE COVER LETTER – DISCUSSION<br>2. RESUME FINAL INSTRUCTIONS   | • <b>Grammar Topic 15</b> – Pronoun Case<br>• <b>Grammar Topic 16</b> – Pronoun Reference<br>• <b>PACT 16</b> - Resume Fix<br>• <b>PACT 17</b> – Cover Letter |  |
| Lesson No.18 – The User Manual   | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. VIDEO – USER MANUALS IN THE MARKETPLACE<br>2. USER MANUAL INTRODUCTION<br>3. USER MANUAL GUIDELINES   | • <b>Grammar Topic 17</b> – Me Myself, and I<br>• <b>Grammar Topic 18</b> – That or Which?  | <b>MAJOR ASSIGNMENT No.6 Resume with Job Description</b>               |
| Lesson No.19 – Grammar Review  | Grammar / Practice Activities (PACTS)   | Assignment Due   |
| 1. REVIEW FOR FINAL GRAMMAR TEST<br>2. 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  |   | <b>FINAL GRAMMAR TEST</b>  |
| LAST DAY OF TERM: NO CLASS – WORK ON USER MANUAL   |   | Assignment Due   |
| Finish and Submit User Manual →  |   | <b>MAJOR ASSIGNMENT No.7 - User Manual</b>                             |

## 5. Basis of Student Assessment (Weighting)

| MAJOR ASSIGNMENTS   | DUE<br>Copy due dates | WORDS<br>(Length)                   | YOUR<br>PERCENT | VALUE  | YOUR TOTAL |
|---|-----------------------|-------------------------------------|-----------------|--------|------------|
| 1. Workplace Correspondence<br>(Direct Approach) – Letter   |                       | 210 max                             |                 | 10%    |            |
| 2. Workplace Correspondence<br>(Indirect Approach)  |                       | 300 max                             |                 | 10%    |            |
| 3. Workplace Correspondence<br>Memo (Mid –Term, <b>In Class</b> )   |                       | 1 page max                          |                 | 15%    |            |
| 4. Illustrated Report Assignment<br>( <b>In-Class</b> )   |                       | 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<br>Completion of Grammar, Practice<br>Activities (Pacts), Homework;<br>Punctuality, Participation |                       | Bonus and<br>Deductions<br>Possible |                 |        |            |
| QUIZZES   |                       |                                     |                 |        |            |
| 1. Grammar Quiz (Midterm <b>In-class</b> )  |                       | N/A                                 |                 | 8%     |            |
| 2. Grammar Test (Final, <b>In-class</b> )   |                       | 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](http://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. <i>(For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.)</i> |
| 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](http://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