



COURSE OUTLINE

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

1. Instructor Information

(a)	Instructor:	Joe Benge		
(b)	Office Hours:	M,10:30-11:20; T, 8:30-10:20; W,10:30-11:20		
(c)	Location:	LACC 119B		
(d)	Phone:	250-370-4493	Alternative Phone:	778-350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:			

2. Intended Learning Outcomes

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

1. **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.

2. **Plan, organize, structure, and write workplace formats for a variety of situations.**
 - a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
 - b) Write workplace reports appropriate to audience and situation.
 - c) Compose effective job-search documents related to specific job descriptions and situations.
 - d) Write an illustrated user manual that employs clear instructions, procedures, and graphics that can be followed easily and 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

- (a) Texts
- (b) Other – **Course Package - Bookstore**

4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

COURSE ITINERARY

ITINERARY FOR ENGLISH 170 (QUARTER)		
Lesson No.1 – Course Introduction	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> 1. ATTENDANCE CHECK 2. INTRODUCTIONS 3. COURSE INTRODUCTION 4. COURSE PACKAGE ORIENTATION 5. EVALUATION PROCEDURES 6. PACT INTRODUCTION 7. 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"> 1. WORKPLACE WRITING PRINCIPLES 2. STYLE - The 7 C’s of Workplace Writing 3. STRUCTURE IN WORKPLACE WRITING 4. 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"> 1. LETTER WRITING USING THE DIRECT APPROACH - STYLE 2. LETTER WRITING USING THE DIRECT APPROACH – FORMAT 3. BC TRANSIT EXAMPLE 4. 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"> 1. REVISION EXERCISE - Workplace Correspondence Practice 2. VIDEO - Sharpening Your Business Writing Skills - 2 3. 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"> 1. PARALLEL STRUCTURE IN WORKPLACE WRITING 2. 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"> 1. 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"> 1. THE WORKPLACE MEMO / SHORT REPORTS 2. 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 - <i>Illustrating Workplace Reports - Creating Charts</i> PACT 9 - <i>Illustrating Workplace Reports - Inserting Pictures and Screen Captures</i> 	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 - <i>Adjective or Adverb?</i> PACT 10 - <i>Appropriate Language in Workplace Writing</i> PACT 11 - <i>Words With Dignity</i> 	
Lesson No.10 – In-lab Writing Assignment	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> IN-LAB WRITING ASSIGNMENT 		MAJOR ASSIGNMENT No.3 – Memo Report (In Class)
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 - <i>Using Numbers and Measures in Workplace Writing</i> 	
Lesson No.12 – In-lab Writing Assignment	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> 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 – <i>Redrafting Your Job Description</i> PACT 14 – <i>Accomplishments Lang.</i> PACT 15 - <i>Course Skills Exercise</i> 	
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 – <i>Subject-Verb Agreement</i> Grammar Topic 14 – <i>Pronoun-Referent Agrt.</i> 	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 – <i>Pronoun Case</i> Grammar Topic 16 – <i>Pronoun Reference</i> PACT 16 - <i>Resume Fix</i> PACT 17 – <i>Cover Letter</i> 	
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 – <i>Me Myself, and I</i> Grammar Topic 18 – <i>That or Which?</i> 	MAJOR ASSIGNMENT No.6 Resume with Job Description

Lesson No.19 – Grammar Review	Grammar / Practice Activities (PACTS)	Assignment Due
1. REVIEW FOR FINAL GRAMMAR TEST 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		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

COURSE REQUIREMENTS

ATTENDANCE / PARTICIPATION

- You can gain or lose marks based on your attendance and participation in this course. See the course package for details. Note that if you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due. Please contact me if you are going to miss, or be late to a class.

ASSIGNMENT POLICIES

- Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE.**
- Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. *I will give a grade of "0" to assignments submitted later than one calendar week after the due date*
- Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- Use white paper 8.5 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality.
- Use 12-point font.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- Submit **evaluation sheets** with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. I will not mark your assignment unless you include an evaluation sheet with it. See me if you lose yours.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed).

PRINCIPLES OF EVALUATION OF COURSE WORK

- There is no max. percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
- No writing assignment gets a passing grade if it contains more than one sentence error per 100 words written.
- You will write at least one writing assignment in class.
- There will not be a final exam.

EXIT REQUIREMENTS

Students must

- Meet attendance requirements of instructor.
- Meet assignment submission deadlines of instructor.
- Complete all assignments on the major assignment list and the test list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

5. Basis of Student Assessment (Weighting)

COURSE EVALUATION

MAJOR ASSIGNMENTS	DUE Copy due dates	WORDS (Length)	YOUR PERCENT	VALUE	YOUR TOTAL
1. Workplace Correspondence (Letter)		225 max		10%	
2. Workplace Report (Short Report)		2 pages max		10%	
3. Workplace Report Short Report (In-class)		1 page max		12%	
4. Graphics Assignment (In-class)		1 page max		8%	
5. Illustrated Report (Graphics)©		2-3 pages		15%	
6. Resume (and Job Description)		1 page max		8%	
7. User Manual ©		8-15 pages		17%	
OTHER EVALUATION	Completion of Grammar and Applied-Writing Exercises				
8. Practical and Applied-Writing Assignments (PACTS) (In-class)	Submit PACTS 3, 7, 8, 9, and 17			5%	
9. Personal Performance Attendance, Punctuality, Particip.	Bonus and Deductions Possible				
QUIZZES					
1. Grammar Quiz (Midterm, In-class)		N/A		5%	
2. Grammar Test (Final, In-class)		N/A		10%	
TOTAL Semester				100%	____ %

© Indicates collaborative assignment

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.

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

6. Grading System

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

8. 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.