



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:	Monday:12:30-1:20; Thursday: 12:30 – 1:20		
(c)	Location:	LACC 119B		
(d)	Phone:	250-370-4493	Alternative Phone:	778-350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:	D2L		

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 / 1		
Week No.1	Grammar / Practice Activities (PACTS)	Assignment Due
Course Introduction 1. ATTENDANCE CHECK 2. INTRODUCTIONS 3. COURSE INTRODUCTION 4. COURSE BOOKLET ORIENTATION 5. EVALUATION PROCEDURES 6. PRACTICE ACTIVITIES (PACTS) INTRODUCTION 7. DATING 8. GRAMMAR INTRODUCTION		COMPLETE AND SUBMIT “Getting To Know You” FORM.
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 1 - Parts of Speech • Grammar Topic 2 - Sentence Basics • PACT 1 - Words and Phrases Commonly Misused in Workplace Writing 	
Week No.2	Grammar / Practice Activities (PACTS)	Assignment Due
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 3 - Voice: Active and Passive • Grammar Topic 5 - Sent. Errors - Fragments • Grammar Topic 6 - Sent. Errors - Run-ons; Comma Splices • PACT 2 - Style and Tone in Workplace Writing 	
1. In-class Writing Activity - REVISION EXERCISE - Workplace Correspondence Practice 2. PROOFREADING TECHNIQUES	<ul style="list-style-type: none"> • Grammar Topic 7 - The Comma • PACT 3 – Memo Revision Exercise – Lost Laptop; We’re Not Pleased 	
Week No.3	Grammar / Practice Activities (PACTS)	Assignment Due
1. PARALLEL STRUCTURE IN WORKPLACE WRITING 2. VERTICAL LISTS IN WORKPLACE WRITING 3. VIDEO - <i>Sharpening Your Business Writing Skills - 2</i> 4. FINAL INSTRUCTIONS FOR ASSIGNMENT No.1	<ul style="list-style-type: none"> • PACT 4 - Video Worksheet for <i>Sharpening Your Business Writing Skills – 2</i> • PACT 5 - Parallelism (Vertical Lists) 	
1. THE INDIRECT (REFUSAL) APPROACH IN WORKPLACE WRITING – For Issues That are Unpleasant or Difficult 2. In-class Writing Activity – Indirect Approach	<ul style="list-style-type: none"> • PACT 6 - Practicing Nods (Indirect Approach) • PACT 7 - E-mail Revision (Bad News) 	MAJOR ASSIGNMENT No.1 - Letter (Direct Approach)
Week No.4	Grammar / Practice Activities (PACTS)	Assignment Due
1. THE WORKPLACE MEMO / SHORT REPORTS 2. DISCUSSION / REVIEW OF ASSIGNMENT PACT No.7 (Indirect Approach in Workplace Writing)	<ul style="list-style-type: none"> • Grammar Topic 4 - Modifiers (Read lesson) • Grammar Topic 4 - Modifiers (Do Exercises) • Grammar Topic 8 - The Colon 	

<p>In-class Writing Activity</p> <ol style="list-style-type: none"> 1. GRAPHICS IN WORKPLACE DOCUMENTS 2. CREATING GRAPHICS (Tables, Charts, And Graphs) 3. RAW VS INTERPRETIVE DATA 4. CAPTIONS FOR CHARTS AND GRAPHS 	<ul style="list-style-type: none"> • Grammar Topic 9 - The Semi-Colon • Grammar Topic 10 - The Apostrophe • PACT 8 - Illustrating Workplace Reports - Creating Charts 	
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ITINERARY FOR ENGLISH 170 / 2		
Week No.5	Grammar / Practice Activities (PACTS)	Assignment Due
<p>In-class Writing Activity - GRAPHICS</p> <p>FINAL INSTRUCTIONS FOR ASSIGNMENT No.2</p>	<ul style="list-style-type: none"> • PACT 9 – Graphics Practice 	
<ol style="list-style-type: none"> 1. APPROPRIATE LANGUAGE IN WORKPLACE WRITING 2. WORDS WITH DIGNITY 	<ul style="list-style-type: none"> • Grammar Topic 11 - The Hyphen • Grammar Topic 12 - Adjective or Adverb? • PACT 10 - Appropriate Language in Workplace Writing • PACT 11 – Body Language 	<p>MAJOR ASSIGNMENT No.2 – Short Report (Direct Approach)</p>
Week No.6	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> 1. GRAMMAR REVIEW 2. PREPARATION FOR IN-CLASS ASSIGN. 3. 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 	
<p>In-class Writing Activity – Major Assignment No.3</p>		<p>MAJOR ASSIGNMENT No.3 – Short Report (In Class)</p>
Week No.7	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> 1. THE RESEARCH REPORT – INTRO / DETAILS 2. THE RESEARCH REPORT - GUIDELINES 3. THE RESEARCH REPORT - TOPICS 4. COLLABORATIVE WRITING 	<ul style="list-style-type: none"> • PACT 13 – Quoting, Paraphrasing, and Citing in IEEE 	<p>Study for Grammar Quiz.</p>
<p>MID-TERM GRAMMAR QUIZ</p>		<p>MID-TERM GRAMMAR QUIZ</p>
Week No.8	Grammar / Practice Activities (PACTS)	Assignment Due
<p>DOCUMENTING SOURCES</p> <ol style="list-style-type: none"> 1. DOCUMENTATION (Definition) 2. IEEE STYLE 3. QUOTING PARAPHRASING, AND CITING 4. INTRODUCING, INTEGRATING, INTERPRETING 4. REFERENCES 	<ul style="list-style-type: none"> • PACT 14 – Paraphrasing in IEEE • PACT 15 – Creating a References Page in IEEE 	
<p>LIBRARY VISIT</p>		
Week No.9	Grammar / Practice Activities (PACTS)	Assignment Due
<ol style="list-style-type: none"> 1. INTRODUCTION TO JOB SEARCH 2. JOB SEARCH GEMS 3. THE HIDDEN JOB MARKET 	<ul style="list-style-type: none"> • Grammar Topic 13 – Subject-Verb Agreement • Grammar Topic 14 – Pronoun-Referent Agreement • PACT 16 – The Hidden Job Market 	

JOB SEARCH CONTINUED 1. THE INFORMATIONAL APPOINTMENT 2. THE ROLE OF SOCIAL MEDIA 3. JOB SEARCH – VIDEO 4. JOB SEARCH – FINAL WORDS	<ul style="list-style-type: none"> • Grammar Topic 15 – Pronoun Case • Grammar Topic 16 – Pronoun Reference 	
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ITINERARY FOR ENGLISH 170 / 3

Week No.10	Grammar / Practice Activities (PACTS)	Assignment Due
1. DESIGNING A RESUME 2. RESUME PARTS 2. THE JOB DESCRIPTION 3. RESEARCH REPORT – FINAL INSTRUCTIONS	<ul style="list-style-type: none"> • PACT 17 – Redrafting Your Job Description • PACT 18 – Accomplishments Language 	
RESUME CONTINUED AND COVER LETTER 1. ACCOMPLISHMENTS LANGUAGE 2. COURSE SKILLS EXERCISE 3. EMPLOYABILITY SKILLS	<ul style="list-style-type: none"> • PACT 19 - Course Skills Exercise • PACT 20 - Resume Fix • PACT 21 - Cover Letter 	MAJOR ASSIGNMENT No.4 - The Research Report (With Graphics)
Week No.11	Grammar / Practice Activities (PACTS)	Assignment Due
REVIEW LESSON / CATCH UP	<ul style="list-style-type: none"> • Grammar Topic 17 – Me Myself, and I • Grammar Topic 18 – That or Which? 	
1. USER MANUAL – INTRODUCTION 2. USER MANUAL - FORMAT 3. USER MANUAL – GUIDELINES 4. USER MANUAL - EXAMPLES 5. VIDEO – <i>User Manuals In The Marketplace</i>		
Week No.12	Grammar / Practice Activities (PACTS)	Assignment Due
THE USER MANUAL (REVIEW AND REMINDERS) RESUME - FINAL INSTRUCTIONS		(WORK ON RESUME)
FINAL REPORT DETAILS REVIEW FOR FINAL GRAMMAR TEST USER MANUAL (REVIEW AND REMINDERS)	Bring Completed Review Sheet	MAJOR ASSIGNMENT No.5 - Resume with Job Description
Week No.13	Grammar / Practice Activities (PACTS)	Assignment Due
FINAL INSTRUCTIONS - IN-CLASS ASSIGNMENT (NO.6) FINAL GRAMMAR TEST		FINAL GRAMMAR TEST
In-class Writing Activity – Major Assignment No.6		MAJOR ASSIGNMENT No.6 – Final Report (In-class)
Week No.14	Grammar / Practice Activities (PACTS)	Assignment Due
In-class Activity – USER MANUAL - PEER EDIT		
In-class Activity – USER MANUAL WORK PERIOD		MAJOR ASSIGNMENT No.7 – User Manual

COURSE REQUIREMENTS

ATTENDANCE POLICY (See Course Booklet for more details)

- Course credit is granted through a contract process. Part of your end of this contract requires attendance and participation in all course classes and assignments. Poor attendance and participation can compromise completion of this contract or the grades received from this contract.
- Poor attendance can affect your grades in two ways: 1. as a natural consequence through poor performance on assignments and quizzes due to class work missed, and 2. through penalty for chronic non-attendance at or exceeding 20% of classes. This penalty can result in at least a one-letter-gradient adjustment.
- If you miss a class, it is your responsibility to know the material covered and to complete the assignments due. ***You have nothing to worry about if you are having legitimate personal or medical difficulties and inform me of this situation.***
- **Please contact me by e-mail if you are going to miss, or be late to a class.**

ASSIGNMENT POLICIES

- Submissions: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS (1–7) 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 then 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 seven days 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 (minimum) for the text of reports.
- Single-space text with double-space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software. Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers and headers on subsequent pages.
- Submit **evaluation rubrics** 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.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. The exception is the *User Manual*; it will have a title page.

PRINCIPLES OF EVALUATION OF COURSE WORK

- Evaluation of assignments is depicted on evaluation rubrics (sheets) which must be submitted with each assignment.
- Marks deductions in certain sections of this marking rubric can go into a negative value if work is of poor quality.
- Students must meet the attendance requirements of the instructor (see above).
- Students must meet the assignment-submission deadlines of the instructor (deadlines are in this booklet).
- Students must demonstrate, to the instructor's satisfaction, knowledge and facility with grammar /usage, idiom, and cultural style.
- ***Students must demonstrate adequate writing ability by receiving a combined average of 60% or better on at least two designated supervised-writing (in-class) assignments in order to pass the course. If a student does not achieve this standard, his/her final mark will be the average of these supervised writing assignments.***

COURSE EVALUATION

MAJOR ASSIGNMENTS	DUE Copy due dates	WORDS (Length)	YOUR PERCENT	VALUE	YOUR TOTAL
1. Workplace Correspondence (Letter)		225 max		5%	
2. Workplace Report (Short Report - Memo)		1 page max		8%	
3. Workplace Report Short Report (In-class)		1 page max		12%	
4. Research Report (Graphics) C		2 – 3 pages		15%	
5. Resume (and Job Description)		1- 2 pages		7%	
6. Final Report (In-class)		1 -2 pages		15%	
7. User Manual C		8-15 pages		17%	
OTHER EVALUATION	Completion of Grammar and Practical /Applied-Writing Exercises (PACTS)				
8. Practical and Applied-Writing Activities (PACTS) (In-class)	You must either be present for or submit designated PACTS (3, 7, 8, 9)			4%	
9. Personal Performance Attendance, Punctuality, Participation	Bonus and Deductions Possible				
GRAMMAR QUIZZES					
1. Grammar Quiz (Midterm, In-class)	<i>Hand-written</i>			7%	
2. Grammar Test (Final, In-class)	<i>D2L-based</i>			10%	
TOTAL Semester				100%	____ %

C Indicates collaborative assignment.

- **NOTE: Students must demonstrate adequate writing ability by receiving a combined average of 60% or better on at least two designated supervised-writing (in-class) assignments in order to pass the course. If a student does not achieve this standard, his/her final mark will be the average of these supervised writing assignments.**

Major assignments 1-7 (including in-class assignments) must be word processed.

NOTE: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS 1-7 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

9. 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.