



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: | Tuesday: 2:30-3:20; Wednesday: 10:00 – 10:50; Friday: 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: | D2L | | |

2. Intended Learning Outcomes

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

1. Employ appropriate technical writing conventions and ethical standards in written communication.
 - a) Write in a style that exhibits brevity and clarity and avoids words of low-information content.
 - b) Write correspondence appropriately using the direct or immediate (pyramid) approach.
 - c) Employ numbers, units, equations, and abbreviations correctly in documents.
 - d) Use grammatically correct sentences and paragraphs and use Standard English and spelling.
 - e) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
 - f) Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
2. Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
 - a) Write letters, memos, e-mails, and informal reports using correct workplace format.
 - b) Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
3. Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
 - a) Use word-processing software to design technical documents for high readability and appeal.
 - b) Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.

4. Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
 - a) Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
 - b) Read and comprehend technical documents including lists, tables, and charts.
 - c) Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.

5. Develop and use learning strategies that contribute to academic success.
 - a) Develop and apply strategies for effective time management.
 - b) Employ strategies for effective studying, note taking, test taking, and time management.
 - c) Demonstrate active listening skills to identify main ideas and verbal cues.

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 (expectations) 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.**

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 – English 141

| ITINERARY FOR ENGLISH 141 / 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. SUBMISSION DATES 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 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 - <i>Parallelism (Vertical Lists)</i> | |
| 1. THE MILITARY MEMO | 2. Grammar Topic 4 - <i>Modifiers</i> (Read lesson) 3. Grammar Topic 4 - <i>Modifiers (Do Exercises)</i> 4. PACT 6 – <i>Military Memo Revision</i> | MAJOR ASSIGNMENT No.1 - Letter (Direct Approach) |
| Week No.4 | Grammar / Practice Activities (PACTS) | Assignment Due |
| 1. THE WORKPLACE MEMO (CIVILIAN) AND SHORT REPORT | <ul style="list-style-type: none"> • Grammar Topic 8 - <i>The Colon</i> • Grammar Topic 9 - <i>The Semi-Colon</i> • Grammar Topic 10 - <i>The Apostrophe</i> | |
| In-class Writing Activity 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"> • PACT 7 - <i>Illustrating Workplace Reports - Creating Tables and Charts</i> | |
| Week No.5 | Grammar / Practice Activities (PACTS) | Assignment Due |
| In-class Writing Activity - GRAPHICS 1. FINAL INSTRUCTIONS FOR ASSIGNMENT No.2 | <ul style="list-style-type: none"> • PACT 8 – <i>Graphics Practice</i> | |
| 1. APPROPRIATE LANGUAGE IN WORKPLACE WRITING 2. WORDS WITH DIGNITY | <ul style="list-style-type: none"> • Grammar Topic 11 - <i>The Hyphen</i> • Grammar Topic 12 - <i>Adjective or Adverb?</i> • PACT 9 - <i>Appropriate Language in Workplace Writing</i> • PACT 10 – <i>Body Language</i> | <ul style="list-style-type: none"> • MAJOR ASSIGNMENT No.2 – Military Memo |
| Week No.6 | Grammar / Practice Activities (PACTS) | Assignment Due |
| 1. REVIEW THE WORKPLACE MEMO / SHORT REPORTS 2. PREPARATION FOR IN-CLASS ASSIGN. 3. USING NUMBERS, ABBREVIATIONS, AND MEASURES IN WORKPLACE WRITING | <ul style="list-style-type: none"> • PACT 11 - <i>Using Numbers and Measures in Workplace Writing</i> | |
| In-class Writing Activity – Major Assignment No.3 | | MAJOR ASSIGNMENT No.3 – Short Report (In Class) |
| Week No.7 | Grammar / Practice Activities (PACTS) | Assignment Due |
| 1. DEVICE DESCRIPTION 2. GRAMMAR REVIEW | Grammar Review – Lessons 1-12 | Study for Grammar Quiz. |
| MID-TERM GRAMMAR QUIZ | | MID-TERM GRAMMAR QUIZ |

| Week No.8 | Grammar / Practice Activities (PACTS) | Assignment Due |
|---|---|---|
| 1. DEVICE DESCRIPTION REVIEW | | |
| Work Period For Device Description | | MAJOR ASSIGNMENT No.4 – Device Description |
| Week No.9 | Grammar / Practice Activities (PACTS) | Assignment Due |
| 1. READING STRATEGIES 2. HOW TO IMPROVE READING COMPREHENSION 3. FACT AND OPINION | <ul style="list-style-type: none"> • Grammar Topic 13 – Subject-Verb Agreement • Grammar Topic 14 – Pronoun-Referent Agreement • PACT 12 – Fact and Opinion | |
| 1. READING STRATEGIES (CONTINUED) | <ul style="list-style-type: none"> • Grammar Topic 15 – Pronoun Case • Grammar Topic 16 – Pronoun Reference | |

| Week No.10 | Grammar / Practice Activities (PACTS) | Assignment Due |
|--|---------------------------------------|----------------|
| 1. THE SUMMARY (Introduction) 2. KINDS OF SUMMARIES 3. STEPS TO A SUCCESSFUL SUMMARY 4. PARAPHRASE, SUMMARY, PRÉCIS – DIFFERENCES | | |
| 1. REVIEW SUMMARIES – PEER REVIEW | | |

| Week No.11 | Grammar / Practice Activities (PACTS) | Assignment Due |
|----------------------------------|--|--|
| Work Period for Summaries | <ul style="list-style-type: none"> • Grammar Topic 17 – Me Myself, and I • Grammar Topic 18 – That or Which? | |
| 1. INSTRUCTIONS | | MAJOR ASSIGNMENT No.5 - Summary |

| Week No.12 | Grammar / Practice Activities (PACTS) | Assignment Due |
|--|---------------------------------------|----------------|
| 1. ACADEMIC MANAGEMENT 2. WAYS OF READING TEXTS 3. SQR4 4. READING DIFFICULT MATERIAL | | |

| | | |
|-------------------------------------|--|--|
| Work Period for Instructions | | |
|-------------------------------------|--|--|

| Week No.13 | Grammar / Practice Activities (PACTS) | Assignment Due |
|---|---|---|
| 1. ACADEMIC MANAGEMENT (Continued) 2. EFFECTIVE STUDYING 3. NOTE TAKING 4. TEST TAKING 5. TIME MANAGEMENT 6. A.S.P.I.R.E. STUDY SYSTEM | <ul style="list-style-type: none"> • PACT 14 – Test-Taking Tips • PACT 15 – A.S.P.I.R.E. Study System | |
| 1. FINAL IN-CLASS REPORT DETAILS / INSTRUCTIONS 2. REVIEW FOR FINAL GRAMMAR TEST Work Period for Instructions | | MAJOR ASSIGNMENT No.6 Instructions |

| Week No.14 | Grammar / Practice Activities (PACTS) | Assignment Due |
|---|---------------------------------------|---|
| 1. FINAL INSTRUCTIONS - IN-CLASS ASSIGNMENT (NO.7) 2. FINAL GRAMMAR TEST | | FINAL GRAMMAR TEST |
| In-class Writing Activity – Major Assignment No.6 | | MAJOR ASSIGNMENT No.7 – Final Report (In-class) |

5. Basis of Student Assessment (Weighting)

COURSE EVALUATION

| MAJOR ASSIGNMENTS | DUE Copy due dates | WORDS (Length) | YOUR PERCENT | VALUE | YOUR TOTAL |
|--|--|-------------------|-----------------|-------|------------|
| Diagnostic Writing Assignment | | | | C / I | |
| 1. Workplace Correspondence (Letter or E-mail) | | 225 max | | 8% | |
| 2. Workplace Correspondence (Military Memo) | | 1 page max | | 8% | |
| 3. Workplace Corresp. (In-class) (Civilian Memo Report) | | 1 page max | | 15% | |
| 4. Device Description C | | 1- 2 pages | | 10% | |
| 5. Summary / Process Analysis | | 1 page | | 12% | |
| 6. Instructions C | | 3 - 5 pages | | 10% | |
| 7. Final (In-class) Assignment | | 1 – 2 pages | | 15% | |
| 8. Practical and Applied-Writing Activities (PACTS) (In-class) | You must either be present for or submit designated PACTS (3, 6, 7, 8) | | | 4% | |
| 9. Grammar Exercises | Complete all grammar exercises | | | C / I | |
| 10. Personal Performance Attendance, Punctuality, Participation | Bonus and Deductions Possible | | | | |
| GRAMMAR QUIZZES | | | | | |
| 1. Grammar Quiz (Midterm, In-class) | Hand-written | | | 8% | |
| 2. Grammar Test (Final, In-class) | D2L-based | | | 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.