

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ENGLISH DEVELOPMENTAL  
Code No.: ENG 118-3 *2195*  
Program: SECRETARIAL ARTS  
Semester: FIRST SEMESTER  
Date: FALL, 1984  
Author: MARY MELESKY

New: X Revision: \_\_\_\_\_

APPROVED: *Nathan Koch* *Aug. 29 '84*  
Chairperson Date

ENGLISH DEVELOPMENTAL  
Course Title

PHILOSOPHY/GOALS

This course aims at preparing Secretarial students for ENG 120-3 by focusing on the development of reading, vocabulary, spelling, writing, editing, proofreading, and listening skills. The course is a requirement for those students whose comprehension and/or general scores on the Nelson-Denny Reading Test are below 10.0 and for those students whose performance on a Writing pre-test demonstrates weaknesses in writing fundamentals.

TEXTBOOKS

1. Webster's New World Dictionary (Collins)
2. The Least You Should Know About Vocabulary Building. Glazier

COURSE OBJECTIVES

Upon completion of ENG 100-3, students will be able to do the following:

1. Read and comprehend at a minimum 10.0 grade level equivalent as measured by the Nelson-Denny Reading Test.  
  
or Achieve an 80% average comprehension score on guided reading material covering three successive levels (Level I minimum)
2. Use a dictionary to locate word meanings and verify pronunciation and spelling.
3. Use root analysis and context clue methods as aids to discovering word meanings.
4. Employ a number of spelling rules as aids to spelling accuracy.
5. Write brief, clear, well-organized paragraph expositions.
6. Write accurate summaries of selected written material.
7. Proofread and edit draft copies of written work.
8. Produce accurate copies of dictated material.

### INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group work, directed readings, reading lab and auto-instruction are used to respond to student needs.

### ASSESSMENT

Students will be assessed on the basis of their writing and editing assignments, summaries, comprehension, vocabulary and spelling tests, reading lab exercises and tests, final tests, attendance and class participation.

Letter grades will be assigned in accordance with L & C Department guidelines.

The following grade symbols will be used in recording final grades:

- "A" - outstanding achievement in areas subject to assessment.
- "B" - consistently above average achievement in areas subject to assessment.
- "C" - satisfactory or acceptable achievement in areas subject to assessment.
- "R" - Repeat. Objectives of the course have not been achieved and the course must be repeated.

Letter grades for term assignments, tests and activities will be weighted in units, as follows:

Vocabulary quizzes (6)	12 units, 2 each quiz
Spelling quizzes (6)	6 units, 2 each quiz
Vocabulary journal	2 units
Spelling glossary	2 units
Writing Assignments (3)	4 units
Summaries (3)	4 units
Article File	1 unit
Writing Term Test	2 units
Summarizing Term Test	2 units
Editing & Proofreading	1 unit
Term Test	
Reading Lab File	2 units
Class attendance/ participation	2 units

