SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

C O U R S E   O U T L I N E

Course Title: DEVELOPMENTAL ENGLISH

Code No.: ENG 118-3

Program: SECRETARIAL ARTS

Semester: FIRST SEMESTER

Date: FALL 1985

Author: LAURA MCGUIRE

New: _____ Revision: __X__

APPROVED: _____   1985-09-20
                Chairperson   Date

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. Programed Spelling and Vocabulary Words in Context   (Feinstein)

COURSE OBJECTIVES

Upon completion of ENG 118-3, 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. Journal entries: Write brief, clear, well-organized paragraph expositions.

6. Apply vocabulary and spelling skills in writing, proofreading and editing situations.

7. 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.

How your Term work will be evaluated

Letter Grades

For each assignment, test or activity below, a letter grade (A, B, C or U) will be assigned.

Letter Grades Cont'd

"A" = Outstanding   "C" = Satisfactory or Acceptable

"B" = Above Average   "U" = Unsatisfactory

Letter grades for term assignments will be weighted in units. Small assignments will be worth one unit. Larger or more complex assignments will be worth more than one unit.

Following is a list of term assignments with relative weightings:

No.	Assignment, Test or Activity	Units
5	Vocabulary quizzes	5 (1 each)
5	Spelling quizzes	5 (1 each)
1	Vocabulary Journal	2
1	Spelling Glossary	2
1	Article File	1
1	Journal (Writing)	1
2	Reading Lab File	2
	Class Attendance & Participation	2
	Grade Total	20

How Weighting Works

An assignment worth one unit will count as one "A", "B", "C" or "U".

An assignment worth two units will count as two "A's", "B's", "C's" or "U's".

Value of "A", "B" and "C" (in units)

A = 13 – 20 "A's"
B = 13 – 20 "B's" (or "B's" and "A's" combined)
C = at least 13 – 20 "C's" (or "C's", "B's", "A's" combined)
U = fewer than 13 "A's", "B's" or "C's" (singly or combined)

No grade will be given for the Nelson-Denny or equivalent post-test. You have met your Reading requirement for the course when you achieve 10.00 comprehension on the Nelson-Denny post-test or the equivalent in Guided Reading material at the "I" level.

NO.	TERMINAL PERFORMANCE OBJECTIVES	ENABLING OBJECTIVES	TERMINAL PERFORMANCE CRITERIA (Minimum)	LEARNING & TESTING RESOURCES
1	READING Read and comprehend at a minimum 10.0 grade level equivalent.	Strengthen comprehension skills by completing a minimum of two guided reading exercises per week and other lab work as assigned.	Able to achieve a minimum comprehension score of 10.0 on the Nelson-Denny Reading test or a consistent 80% comprehension score on guided reading material at Level I.	READING LAB - Guided Reading Study Guides and Filmstrips - SRA Rate & power builder - Nelson-Denny Reading Test or equivalent test of TP.
2	VOCABULARY Use a dictionary to locate word meanings and verify pronunciation.	Build Skills in comprehending written material through identifying vocabulary problems in a text and utilizing a dictionary to clarify meanings.	Able to accurately paraphrase a passage containing difficult words whose meaning cannot be discovered through word analysis.	WEBSTER'S NEW WORLD DICTIONARY - College Edition - Articles from clipping file. - Test of TP.
3	Use a consistent approach to vocabulary development.	Learn how to apply knowledge of word roots and utilize context clues to discover word meanings.	Able, on quizzes, to use roots and context clues to discover word meanings.	PROGRAMED SPELLING AND VOCABULARY WORDS IN CONTEXT - Instruction and exercises - Five quizzes to test TP.
4	SPELLING Use a variety of methods to strengthen spelling skills.	Learn how to use a number of phonetic, syllabic, and similar strategies to overcome spelling difficulties and build spelling skills.	Able to demonstrate, on quizzes, mastery of the strategies taught.	TEACHER - Notes and exercises - Co-op Spelling list - Personal Spelling list - Five quizzes to test TP.
5	JOURNAL WRITING - paragraph expositions	Learn how to: - plan and write paragraphs to express ideas on assigned topics - do free writing - organize supporting data to achieve purpose - connect data with clear, acceptably structured and punctuated sentences to form a	Able to write a brief unified and coherent expository paragraph.	TEACHER - article file - writing exercises - journal graded at mid-term and end of term - in-class test

NO.	TERMINAL PERFORMANCE OBJECTIVES	ENABLING OBJECTIVES	TERMINAL PERFORMANCE CRITERIA (Minimum)	LEARNING & TESTING RESOURCES
5 Cont'd		unified expository paragraph by completing and revising draft exercises.		
6	EDITING a) Proofread and correct draft copies of written work for spelling.	Proofreading – learn how to identify correct spelling. Editing – learn how to identify and correct vocabulary errors.	Able to identify and correct the errors listed under enabling objectives in own writing.	– personal writing exercises – exercises for editing
7	Produce accurate copies of dictated material.	Learn how to accurately hear and translate spoken material and to produce written copies that are correctly spelled and punctuated.	Able, when tested, to do the operations listed under enabling objectives.	– Dictation exercises – TEST