

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: DEVELOPMENTAL ENGLISH

Code No.: ENG 118-3

Program: OFFICE ADMINISTRATION

Semester: FIRST SEMESTER

Date: FALL 1986

Author: LAURA MCGUIRE

New: _____ Revision: X

APPROVED: *N Koch*
Chairperson

N. Koch

Aug. 18/86

PHILOSOPHY/GOALS

This course aims at preparing Office Administration 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 comprehensive 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 demonstrate 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.

...cont'd

HOW YOUR TERM WORK WILL WILL BE EVALUATED

Letter Grades

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

- "A" = Outstanding
- "B" = Above Average
- "C" = Satisfactory or Acceptable
- "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.

<u>No.</u>	<u>Assignment, Test or Activity</u>	<u>Units</u>
8	Vocabulary quizzes	5 (1 each, best 5)
3	Spelling quizzes	3 (1 each)
1	Vocabulary List	2
1	Spelling Glossary	1
1	Article File	3
1	Journal (Writing)	1
1	Reading Lab File	2
	Class Attendance and Participation	3
	Total	<hr/> 20

...cont'd

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.

/sdd
(2-page attachment)

...cont'd

SPECIFIC PERFORMANCE OBJECTIVES & CRITERIA F ——— DEVELOPMENTAL ENGLISH 118-3

NO.	TERMINAL PERFORMANCE OBJECTIVES	ENABLING OBJECTIVES	TERMINAL PERFORMANCE CRITERIA (Minimum)	LEARNING & TESCOU
1	<p>READING</p> <p>Read and comprehend at a minimum 10.0 grade level equivalent.</p>	<p>Strengthen comprehension skills by completing a minimum of <u>two</u> guided reading exercises per week and other lab work as assigned.</p>	<p>Able to achieve a minimum comprehension score of 10.0 on the Nelson-Denny Reading test <u>or</u> a consistent 80% comprehension score on guided reading material at Level I.</p>	<p>READING LAB : Rea Study Guidesmstr: - SRA Rate built - Nelson-Denny Te or equivalent TP</p>
2	<p>VOCABULARY</p> <p>Use a dictionary to locate word meanings and verify pronunciation.</p>	<p>Build skills in comprehending written material through identifying vocabulary problems in a text and utilizing a dictionary to clarify meanings.</p>	<p>Able to accurately paraphrase a passage containing difficult words whose meaning cannot be discovered through word analysis.</p>	<p>WEBSTER'S NE DICTIONARY - Edit - Articles fping file. - Test of TP</p>
3	<p>Use a consistent approach to vocabulary development.</p>	<p>Learn how to apply knowledge of word roots and utilize context clues to discover word meanings.</p>	<p>Able, on quizzes, to use roots and context clues to discover word meanings.</p>	<p>PROGRAMED : SAND V BULINARY WORDSEXT - Instruction cises - Five quizzst TI</p>
4	<p>SPELLING</p> <p>Use a variety of methods to strengthen spelling skills.</p>	<p>Learn how to use a number of phonetic, syllabic, and similar strategies to overcome spelling difficulties and build spelling skills.</p>	<p>Able to demonstrate, on quizzes, mastery of the strategies taught.</p>	<p>TEACHER - Notes and s - Co-op Spelt - Personal Slist - Five quizzst TI</p>
5	<p>JOURNAL WRITING</p> <p>- paragraph expositions</p>	<p>Learn how to:</p> <ul style="list-style-type: none"> - 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 	<p>Able to write a brief unified and coherent expository paragraph.</p>	<p>TEACHER - article fi - writing ex - journal grmid-t and end of te - in-class te</p>

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.	<u>Proofreading</u> - learn how to identify correct spelling. <u>Editing</u> - 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