

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: READING AND WRITING

Code No.: ENG. 138-3

Program: OFFICE ADMINISTRATION

Semester: WINTER

Date: JUNE 1988

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: X Revision:

APPROVED: *N. Koch* N. Koch
Chairperson Date

PHILOSOPHY/GOALS

This course aims at continuing the development of reading, writing, and vocabulary appropriate for students in the Office Administration Program. The teaching strategies, exercises and assignments are structured to enable students to expand and improve upon their basic knowledge of grammar concepts, sentence structure, reading comprehension, vocabulary skills and reference material utilization. ENG. 132-3 is the prerequisite for ENG. 138-3.

METHOD OF ASSESSMENT

Students' skills in reading comprehension, vocabulary development, and grammar will be assessed by tests during and at the end of the semester.

Letter grades will be assigned in accordance with department guidelines.

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

- "A+" - Consistently Outstanding - 96%+
- "A" - Outstanding - 85-95%
- "B" - Above Average - 70-84%
- "R" - Repeat (the student has not achieved the objectives of the course, and the course must be repeated).

Note: Students may be assigned an "R" grade early in the course for unsatisfactory attendance or performance.

GRADING

Work will be graded as follows:

1. Grammar - 60%
2. Vocabulary/Related Activities - 20%
3. Reading - 10%
4. Attendance and Participation - 10%.

TEXTBOOKS AND SUPPLIES

1. Webster's New World Compact School and Office Dictionary, Prentice-Hall Press.
2. Harbrace College Handbook, 2nd ed., Harcourt Brace Jovanovich Canada.
3. Harbrace College Workbook, Harcourt Brace Jovanovich Canada.

4. Reading Materials/Text to be announced by instructor.
5. Keys to A Powerful Vocabulary, Level I, Prentice-Hall.

Students will be required to purchase two overhead transparencies and a black or blue non-permanent (water soluble) transparency pen (available in Campus Shop).

COURSE OBJECTIVES

Upon completion of this course, students will be able to do the following:

1. write clear, concise grammatically-correct sentences and paragraphs in a variety of standard patterns.
2. analyze sentences and paragraphs to identify problems and correct them.
3. demonstrate increasing acquisition of vocabulary development techniques (dictionary use, context, root analysis, personal glossary etc.)
4. demonstrate an increasing ability to use reference books and materials to achieve a purpose.
5. proofread and edit materials prepared by others in both oral and written format.
6. read at a level consistent with post-secondary work.

COURSE TOPICS

The following topics will be taught:

1. Agreement - Noun/Pronoun
Noun/Verb
Noun/Pronoun/Verb
2. Number Usage - Ordinals/Cardinals
 - Beginning sentences with
 - Under 10
 - As dates
 - Combinations
3. Abbreviations - Certification
 - Titles
 - Government Agencies
 - Communication Systems
4. Gerunds - Gerundial Phrases
 - Dangling Modifiers
5. Elliptical Clauses

6. Phrases - Participial
 Infinitive
 Prepositional
 Gerundial
 7. Apposition - Words, Phrases, clauses, dates, & titles
 8. Direct Address
 9. Quotations & Italics
 10. Parentheses - Words, phrases, & clauses
 11. Interjections
 12. Shift in Time & Person
 13. Parallel Structure
 14. Run-on Sentences
 15. Expletives
 16. Paragraphs - proper structure & various patterns
 17. Proofreading/Editing - paragraphs, memos, letters, short reports
- Periodic tests will be used to measure skill mastery.



Note: Topics may not be presented in the order shown.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, individual and small group work, directed readings and/or reading lab, and assignments will be used to respond to student needs.

TIME FRAME

ENG. 138-3 involves three periods per week for fifteen weeks.