

PHILOSOPHY\GOALS

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

METHOD OF ASSESSMENT

COURSE OUTLINE

Course Title: READING AND WRITING

Code No.: ENG 138-3

Program: OFFICE ADMINISTRATION

Semester: SECOND

Date: JANUARY 1991

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

GRADING  
Work will be graded as follows:  
1. Grammar -  
2. Writing - 15%  
3. Vocabulary/Related Activities - 15%  
4. Reading - 10%  
5. Attendance - 10%  
New: \_\_\_\_\_ Revision: X

TEXTBOOKS AND SUPPLIES

APPROVED: *N. Koch* N. Koch  
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3. GAGE Canadian Dictionary, Gage Educational Publishing Company.  
4. Roget's Thesaurus.

**PHILOSOPHY/GOALS**

While further developing the skills in English grammar and usage learned in English 132, this course also concentrates on reading comprehension, writing, vocabulary building, and spelling.

**METHOD OF ASSESSMENT**

Students' skills in reading comprehension, writing, 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
"A"	-	Outstanding
"B"	-	Above Average
"C"	-	Satisfactory
"R"	-	<b>Repeat</b> (The student has not achieved the required objectives and must repeat the course.)

**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 - 50%
2. Writing - 15%
3. Vocabulary/Related Activities - 15%
4. Reading - 10%
5. Attendance and Participation - 10%.

**TEXTBOOKS AND SUPPLIES**

1. College English Communication. Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson.
2. College English Communication: Workbook. Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson.
3. GAGE Canadian Dictionary, Gage Educational Publishing Company.
4. Roget's Thesaurus.

Students may 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 use these in short paragraphs.
2. Analyze sentences and paragraphs to identify problems and correct them.
3. Demonstrate increasing acquisition of vocabulary development techniques (dictionary use, context, root analysis, etc.)
4. 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. Modifiers - Misplaced  
- Dangling
5. Elliptical Clauses
6. Apposition - words, phrases, clauses, dates, and titles
7. Direct Address
8. Quotations and Italics
9. Parentheses - words, phrases, and clauses
10. Interjections

11. Shift in Time
12. Verbs - Voice - Active/Passive  
- Mood - Indicative, Imperative, Subjunctive
13. Shift in Person
14. Parallel Structure
15. Run-on Sentences
16. Expletives
17. Sentences - proper structure and various patterns
18. Paragraphs - incorporating proper sentence structure and patterns -- as time permits
19. Reading for Comprehension - individual assignments in the Learning Assistance Centre (L.A.C.) based on pretest results
20. Vocabulary - exercises in development and analysis

Periodic tests will be used to measure skill mastery.

**Note:** Topics may not be presented in the order shown. To meet course objectives, students should expect to match each scheduled class hour with at least one hour of independent study.

#### 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 sixteen weeks.