

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: READING AND WRITING

CODE NO.: ENG 138-3 SEMESTER: WINTER

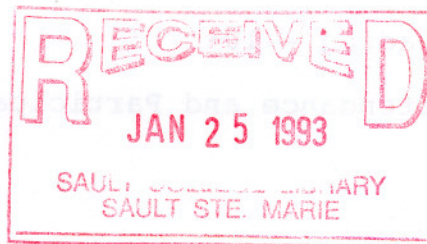
PROGRAM: OFFICE ADMINISTRATION

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993 PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: *N. Koch*
NADEAN KOCH, DEAN, SCHOOL OF
ARTS AND GENERAL EDUCATION

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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 the Language and Communication Department Guidelines.

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

- A+ Consistently outstanding (90% - 100%)
- A Outstanding achievement (80% - 89%)
- B Consistently above average achievement (70% - 79%)
- C Satisfactory or acceptable achievement in all areas subject to assessment (60% - 69%)
- R Repeat--The student has not achieved the objectives of the course and the course must be repeated. (Less than 60%)
- CR Credit exemption
- X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory 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.
5. 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