

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ENGLISH GRAMMAR

Code No.: ENG 132-3

Program: OFFICE ADMINISTRATION

Semester: FALL

Date: JUNE 1988

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: Revision: _____

APPROVED: *N. Koch*
Chairperson

N. Koch

Date: Aug 25/88

PHILOSOPHY/GOALS

This course aims at achieving a standard of reading, writing, and vocabulary development appropriate for college office administration students. The approach, teaching strategies, exercises and assignments are structured to enable students to intensively review basic grammar concepts and sentence structure as well as develop vocabulary and use reference materials. Pretests will determine the students' proficiency levels in the above skills. ENG 132-3 is the prerequisite for ENG 138-3 and Machine Transcription (MTC 200).

METHOD OF ASSESSMENT

Students' skills in reading comprehension, vocabulary development, and grammar will be assessed by comprehensive testing 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.

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5. Keys to a Powerful Vocabulary, 2nd ed., Prentice-Hall Inc.
6. Transcription Skills for Business, John Wiley & Sons - to be purchased later in semester at instructor's request

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

COURSE OBJECTIVES

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

1. write clear, concise, grammatically-correct sentences in a variety of standard sentence patterns
2. analyze sentences to identify problems and correct them
3. demonstrate acquisition of vocabulary development techniques (dictionary use, context, root analysis, personal glossary, etc.)
4. demonstrate the ability to use reference books and materials to achieve a purpose
5. read at a level consistent with post-secondary work.

COURSE TOPICS

The following topics will be taught:

1. Parts of Speech
 - a) Nouns - Types and Number
 - b) Pronouns - Types, Case
 - c) Verbs - Tenses
- Number and Person
- Voice - Active/Passive
- Mood - Indicative, Imperative, Subjunctive
- Progressive Forms
- Transitive, Intransitive, Linking
- Irregular Verbs
 - d) Adjectives - Types
- Comparison
- In a Series
 - e) Adverbs - Types
- Comparison

2. Sentence Sense

- a) Purpose - 4 kinds
- b) Recognizing Subjects, Verbs
- c) Recognizing Objects and Complements
- d) Structure
 - (i) Simple
 - (ii) Compound -- Run-on
 - (iii) Complex -- Fragments
 - (iv) Compound/Complex

3. Punctuation - Taught in conjunction with other topics.

4. Reading Comprehension - Reading exercises will be incorporated throughout the course. If pretests indicate a need, students may be assigned reading activities in the Learning Assistance Centre.

5. Vocabulary - Exercises in vocabulary development, spelling, root analysis etc. will be assigned on an on-going basis.

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 132-3 involves three periods per week for fifteen weeks.