

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 1989

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED: *N. Koch* N. Koch *June 14/89*  
Chairperson Date

**PHILOSOPHY/GOALS**

This course, designed for Office Administration students, provides an intensive review of basic grammar and sentence structure concepts as well as promoting reading and vocabulary skills development. Pretests will determine 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%
"C"	- Average	- 60-69%
"R"	- Repeat (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 - 60%
2. Vocabulary/Related Activities - 20%
3. Reading - 10%
4. Attendance and Participation - 10%

**TEXTBOOKS AND SUPPLIES**

1. College English Communication (Part I). Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson.
2. College English Communication: Workbook. Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson.
3. Webster's New World Dictionary, Third college edition. General Publishing Company.

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4. Roget's Thesaurus.
5. Keys to a Powerful Vocabulary. Janet Maker and Minnette Lenier. Prentice-Hall Inc.

Students may 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. read at a level consistent with post-secondary work.

### COURSE TOPICS

The following topics will be taught:

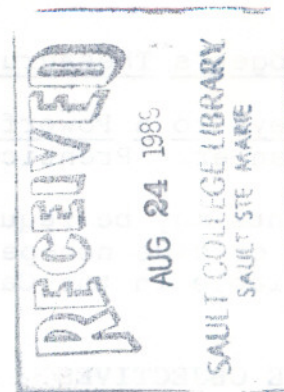
#### 1. Parts of Speech

- |               |  |
|---------------|--|
| 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                                 |

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## 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 - As time permits, reading exercises will be incorporated throughout the course. If pretests indicate a need, students may be assigned reading activities in the Learning Assistance Centre, to be completed in unscheduled time.
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. 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 132-3 involves three periods per week for sixteen weeks.