

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: ENGLISH GRAMMAR

CODE NO.: ENG 132-3

SEMESTER: FALL

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1995

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APPROVED: NADEAN KOCH

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ARTS AND GENERAL EDUCATION

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PHILOSOPHY/GOALS

This course, designed for Office Administration students, provides an intensive review of basic grammar and sentence structure concepts and promotes reading, writing, and vocabulary skills development. ENG 132-3 is the prerequisite for ENG 138-3 and Machine Transcription (MTC 200).

METHOD OF ASSESSMENT

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

The following letter grades will be assigned in accordance with department guidelines:

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 at midterm for unsatisfactory attendance and/or performance.

GRADING

Work will be graded as follows:

1. Grammar - 50%
2. Writing - 25%
3. Vocabulary/Related Activities - 15%
4. Reading - 10%

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

TEXTBOOKS AND SUPPLIES

1. Communicating in the Workplace. Zimmer, Camp, Francis-Dombeck. McGraw-Hill Ryerson.
2. Communicating in the Workplace: Workbook. Zimmer, Camp, Francis-Dombeck. McGraw-Hill Ryerson.
3. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
4. Roget's Thesaurus.

COURSE OBJECTIVES

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

1. Use the parts of speech correctly in written products
2. Write clear, concise, grammatically correct sentences in a variety of standard sentence patterns
3. Analyze sentences to identify problems and correct them
4. Demonstrate acquisition of vocabulary development techniques (dictionary use, context, personal glossary, etc.)
5. Read analytically emphasizing editing and summarizing skills
6. Write an accurately structured paragraph

COURSE TOPICS

The following topics will be taught:

1. Parts of Speech
 - a) Nouns - Number, Types (including gerunds), Shift in Person
 - b) Pronouns - Types, Case
 - c) Verbs - Tenses (including perfect and progressive)
 - Agreement
 - Transitive, Intransitive, Linking
 - Irregular Verbs
 - Shift in Time
 - d) Adjectives - Types
 - Comparison
 - In a Series
 - e) Adverbs - Types
 - Comparison

- f) Phrases
 - Prepositional
 - Participial
 - Infinitive
 - Gerundial
 - Misplaced and Dangling Modifiers

g) Elliptical Clauses

2. Sentence Sense

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

3. Punctuation - Punctuation will be taught in conjunction with other topics.

4. Reading, summarizing and editing skills will be emphasized.

5. Vocabulary and Word Study - Exercises in vocabulary development, spelling, etc. will be assigned on an ongoing 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 that may include individual and small group work and assignments will be used to respond to student needs.

TIME FRAME

ENG 132-3 involves three periods per week for the entire semester.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.

