

THE SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
SAULT STE. MARIE, ON  
COURSE OUTLINE

COURSE TITLE: READING AND WRITING

CODE NO.: ENG 155-3 SEMESTER: FALL/WINTER

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1997 PREVIOUS OUTLINE DATED: SEPTEMBER 1996

APPROVED:

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DEAN

*June / 97*  
DATE

TOTAL CREDITS: 3

PREREQUISITES:

LENGTH OF COURSE: 3 HOURS/WEEK

TOTAL CREDIT HOURS: 48

## **I. COURSE DESCRIPTION:**

Designed especially for Office Administration, this course helps students develop reading and writing skills necessary to function at the college level. The theory of writing is taught through the writing process. Grammar is a specific focus of this first-year offering.

## **II. LEARNING OUTCOME AND ELEMENTS OF THE PERFORMANCE:**

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date)

### **A. Learning Outcomes:**

1. Write clear, concise, grammatically correct sentences employing a variety of editing techniques
2. Analyze sentences and paragraphs to identify problems and correct them
3. Write unified, well-organized paragraphs and essays
4. Read at a level consistent with post-secondary work
5. Demonstrate library and documentation skills

### **B. Learning Outcomes and Elements of the Performance:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Write clear, concise, grammatically correct sentences employing a variety of editing techniques.

#### **Potential elements of the performance:**

- Evaluate the effectiveness of communication produced
  - Edit and revise content
  - Recognize and correct English usage errors
  - Respond to oral feedback
  - Recognize and employ standard English sentence structure
  - Employ punctuation and sentence skills
  - Locate and use credible sources
2. Analyse sentences and paragraphs to identify problems and correct them

#### **Potential elements of the performance:**

- Recognize and use sentences and paragraphs to enhance unity
- Employ techniques aided by technology that enhance clarity
- Support and develop ideas
- Maintain focus on cohesive writing

**B. Learning Outcomes and Elements of the Performance (Continued):**

3. Write unified, well-organized paragraphs and essays.

**Potential elements of the performance:**

- Formulate thesis statements
- Support thesis statement with a plan of development
- Provide adequate and specific support
- Identify and employ expository patterns
- Provide unity, coherence and organizational structure
- Identify and address audience
- Use prewriting techniques to develop and organize ideas
- Use drafting techniques to write and revise copy
- Write unified, well-organized paragraphs
- Employ post-secondary vocabulary
- Link ideas using transitional techniques
- Write clear, concise, grammatically correct sentences that show variety in style

4. Read at a level consistent with post secondary work.

**Potential elements of the performance:**

- Identify stated or implied main ideas
- Distinguish supporting details
- Determine reliability of reading material
- Recognize bias
- Make logical inferences and draw conclusions
- Determine writer's purpose and audience
- Comprehend post-secondary vocabulary
- Use college-level dictionary and thesaurus

5. Demonstrate library and documentation skills.

**Potential elements of the performance:**

- Locate and collect information from a variety of sources
- Evaluate material for inclusion
- Correctly paraphrase and quote
- Document all sources using an accepted format (APA; MLA)
- Present information according to style and conventions required

### III. TOPICS

**\*Note:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

The following topics will be taught:

1. Basic Grammar Theory
2. Paragraphs and Essays - incorporating proper sentence structure, organization, and methods of development.
3. Reading for Comprehension
4. Documentation Skills
5. Editing Skills

Periodic tests will be used to measure skill mastery.

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. College Writing Skills with Readings, First Canadian edition by John Langan, McGraw-Hill Book Company
2. Gage Canadian Dictionary, Gage Educational Publishing Company
3. Roget's Thesaurus
4. Language and Communication Guidelines

#### **Additional Resources**

The Gregg Reference Manual (4th Canadian edition) Sabin, Millar, Shine, & Strashok. McGraw-Hill Ryerson

Worksheets to accompany the Gregg Reference Manual, 4th Canadian Edition.

Students may be required to purchase two overhead transparencies and a black or blue non-permanent transparency pen as well as two 3.5 computer disks.

## V. EVALUATION PROCESS/GRADING SYSTEM

### MAJOR ASSIGNMENTS AND TESTING

(Refer also to the Language and Communication Guidelines.)

#### 1. Basic Grammar Theory

Students will be evaluated on a minimum of two (2) tests. (30%)

#### 2. Writing

Students will be evaluated on a minimum of two written assignments and two essay tests. The tests are not subject to revision and resubmission. (30%)

#### 3. Reading

Students will be evaluated on a minimum of two reading comprehension tests. (10%)

#### 4. Documentation and Research Skills

Many subjects studied in college require support of the writer's main ideas through library research. The sources of information used in research must be cited using a standard method of documentation (10%).

#### 5. Final Exam

Achievement of course-learning outcomes will be measured by mandatory final testing at the end of term (20%).

### TIME FRAME

Reading and Writing ENG155-(3) involves three periods per week for one semester.

### METHOD OF ASSESSMENT GRADING METHOD)

Students will be assessed on the basis of their written assignments, editing, comprehension and final tests.

The following letter grades will be assigned in accordance with the Language and Communication 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 early in the course for unsatisfactory performance.

## VI. SPECIAL NOTES

### Special Needs

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office.

### Complementary Activities

To meet course objectives, students should expect to match each scheduled class hour with independent study.

### 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.

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.

### Advanced Standing

Students who have completed an equivalent post-secondary course must bring relevant documents to the Coordinator, Language and Communication Department:

- a copy of course outline
- a copy of the transcript verifying successful completion of the equivalent course

Note: a copy of the transcript must be on file in the Registrar’s Office.

### Retention of Course Outlines

It is the responsibility of students to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

Substitute course information is available at the Registrar’s office.