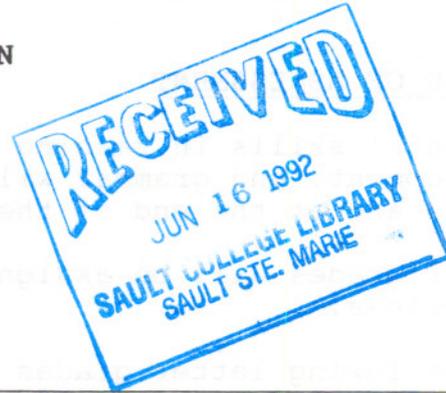


SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: ENGLISH GRAMMAR

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CODE NO.: ENG 132-3 SEMESTER: FALL

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PROGRAM: OFFICE ADMINISTRATION

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AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

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DATE: SEPTEMBER 1992 PREVIOUS OUTLINE DATED: JUNE 1991

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APPROVED: *[Signature]*  
DEAN

1992 06 03  
DATE

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.

Letter grades will be assigned in accordance with 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 at midterm for unsatisfactory attendance and/or 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.

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, personal glossary, etc.).
4. Read analytically emphasizing editing and summarizing skills.

COURSE TOPICS

The following topics will be taught:

1. Parts of Speech
  - a) Nouns - Number, Types (including gerunds)
  - b) Pronouns - Types, Case
  - c) Verbs - Tenses (including perfect and progressive)
    - Agreement
    - Transitive, Intransitive, Linking
    - Irregular Verbs
  - d) Adjectives - Types
    - Comparison
    - In a Series
  - e) Adverbs - Types
    - Comparison
  - f) Phrases - Prepositional
    - Participial
    - Infinitive
    - Gerundial

## 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. The emphasis will be on editing skills and summary skills.
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 the APA Documentation Format for referencing source material. An outline of this style is available from the professor.