

**Columbia College**  
**Advanced English Grammar and Writing Fluency (ENGL073)**  
**Lecture 1**  
**Course Outline**

Semester Dates: February 06, 2017 to March 11, 2017

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Julie Higgins

Email: julieh@columbia.ab.ca

Class Time: 5:30 pm to 9:30 pm (Tue./Thur.)

Room: 4-170

Credit: Non-Credit Course

Prerequisite: None

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Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

**Course Description:**

This is an advanced grammar course that focuses on the common grammatical errors made by writers who are developing writing skills. This will include, but is not limited to sentence fragments, misplaced and dangling modifiers, and faulty parallelism. Grammar will be studied and practiced in and out of the classroom. As well, the course will focus on the development of advanced writing skills. Students will be expected to complete a moderate amount of reading and writing outside of the classroom to meet the requirements of the course. This is a 40 hour course.

**Learning Outcomes:**

As a result of active participation in these sessions, a student can expect to:

- Briefly review the verb tenses.
- Review and practice subordinate clauses: adverb, adjective, and noun clauses, and the reasons and occasions for using them.
- Recognize and employ gerunds and infinitives correctly.
- Recognize and appropriately use passive and active voice.
- Recognize selected grammatical patterns in authentic material.
- Demonstrate improved accuracy, fluency, and confidence in using advanced grammar structures.
- Continue to demonstrate the accurate use of present and past tense, progressive aspect and models in written work.
- Recognize and avoid unnecessary verb and person shifts in writing.
- Analyze and discuss selected grammatical structures at a more advanced level.
- Analyze and practice using certain grammatical structures for transitions and for coherence in short written pieces.
- Employ self-editing skills.

**Course Format:**

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class. Be a positive and co-operative team member.

### Required Textbooks and Equipment:

Bland, Susan K., Savage, Alice, Mayer, Patricia. 2012. Grammar Sense 4, Second Edition. New York, New York. Oxford University Press.

### Recommended Readings and Resources:

- The Purdue Online Writing Lab <http://owl.english.purdue.edu/>
- YouTube Writing Good Essays (Massey University) Massey SLC 26 videos

### Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Quizzes	Every Class	40
In-class Editing and Worksheets	Every Class	30
Final Exam	Class 10	30

Please note that all homework and assignments are due at the beginning of each class.

### Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

#### Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

**The minimal pass mark is D.**

### **Submission and Completion of Assignments:**

You are expected to submit assignments by the due date. Any late assignments will be assessed a marking penalty of 5% per each class late.

### **Requesting an Examination Deferral:**

If you are not able to do an exam on the scheduled date, you may request that the exam be deferred to another date. The fee for a Deferred Exam is \$50 plus facilitation costs for a minimum cost of \$100.00.

### **Attendance Requirements:**

Please come to each class on time and stay to the end of the class.

### **Academic Integrity:**

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

### **Student Conduct:**

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

## Important Dates:

<b>Description</b>	<b>Date</b>
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam schedules are available in each building on a bulletin board, as well as online at <a href="http://www.columbia.ab.ca/exams">www.columbia.ab.ca/exams</a> . <u>It is the student's responsibility to check this exam posting.</u>

## Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

## Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities or medical condition may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with a Accessibility Services Advisor – Main Office – Bldg. 802 or emailing [accessibilityservices@columbia.ab.ca](mailto:accessibilityservices@columbia.ab.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

## Student Support:

Tutoring is available as a fee-based service.

## Class Schedule/Overview:

Please note that this schedule is subject to change

Class Session	Topics	Pre-Class Readings/Homework
1	<ul style="list-style-type: none"><li>• Introduction to Course</li><li>• Go over chapter 2</li><li>• Quiz on Chapter 2 homework</li><li>• Sentence structures</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 2</li><li>• Bring in a piece of YOUR writing from a previous course that we can use to edit or email it to me before the start of the first class</li></ul>
2	<ul style="list-style-type: none"><li>• Quiz on Chapter 6 homework</li><li>• Sentence structures and fragments and run-ons</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 6</li><li>• Complete any work assigned last class</li></ul>
3	<ul style="list-style-type: none"><li>• Quiz on Chapter 9 homework</li><li>• Continue to work on Sentence Development, fragments and run-on</li><li>• Introduce present tense</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 9</li><li>• Complete any work assigned last class</li></ul>
4	<ul style="list-style-type: none"><li>• Quiz on Chapter 5 homework</li><li>• Continue to work on verb tenses and forms</li><li>• Introduce past tense</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 5</li><li>• Complete any work assigned last class</li></ul>
5	<ul style="list-style-type: none"><li>• Quiz on Chapter 8 homework</li><li>• Continue to work on Verb tense and forms</li><li>• Introduce Future tense</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 8</li><li>• Complete any work assigned last class</li></ul>
6	<ul style="list-style-type: none"><li>• Quiz on Chapter 11</li><li>• Continue to work on verb tense and sentences</li><li>• Introduce Modals</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 11</li><li>• Complete any work assigned last class</li></ul>
7	<ul style="list-style-type: none"><li>• Quiz on Chapter 13 homework</li><li>• Continue to work verb tenses, modals and sentences</li><li>• Introduce Gerunds and Infinitives</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 13</li><li>• Complete any work assigned last class</li></ul>
8	<ul style="list-style-type: none"><li>• Quiz on Chapter 14 homework</li><li>• Continue to work verbs, modals, gerunds and infinitives</li><li>• Introduce present perfect and present perfect progressive tense</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 14</li><li>• Complete any work assigned last class</li></ul>
9	<ul style="list-style-type: none"><li>• Quiz on Chapter 15 homework</li><li>• Review for the final exam</li></ul>	<ul style="list-style-type: none"><li>• Complete chapter 15</li><li>• Complete any work assigned last class</li></ul>
10	<ul style="list-style-type: none"><li>• Review everything to date</li><li>• Final Exam – multiple choice</li></ul>	<ul style="list-style-type: none"><li>• Review for Final Exam</li></ul>