

**Columbia College**

**Intermediate English Grammar and Writing Fluency (ENGL072)**

**Lecture 1**

**Course Outline**

Semester Dates: September 04, 2017 to October 07, 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: Roba Alsherbiny

Email: [robaa@columbia.ab.ca](mailto:robaa@columbia.ab.ca)

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

Room: 4-159

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 intermediate grammar course that focuses on the common grammatical errors made by writers who are developing essay writing skills. This will include, but is not limited to sentence structures, correct use of verb tenses, and working with clauses. Grammar will be studied and practiced in and out of the classroom. As well, the course will focus on the continued development of 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. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. 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 discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

## Required Textbooks and Equipment:

McClelland, Lorraine D. & Marcotte, Patricia H. 2003. Writing Matters! Introduction to Writing and Grammar. New York, New York McGraw-Hill Companies, Inc.

## Recommended Readings and Resources:

*Students may access these sources from the College and from home.*

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>  
Username: cc-library  
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>  
Password: cclibrary09

*Further Recommended Readings and Resources:*

The Purdue Online Writing Lab <http://owl.english.purdue.edu/>

YouTube Writing Good Essays (Massey University) Massey SLC 26 videos

## Homework Assignment Due for the First Class:

1. 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
2. IF you do not have one, please write two pages double spaced about what your career goals are and what has lead you to this career
3. Complete chapter two in the assigned textbook This reading assignment is to be completed prior to your first class.

## 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	20%
Student Preparation and Class Participation	Every Class	10%
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

**Please note that Columbia College students who are provisionally admitted to our Licensed Practical Nurse program are required to achieve a minimum grade of 75% or B in this course and must also score a B on the final exam.**

## Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may 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:

Generally, each student is expected to:

- 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 conditions 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 an 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 Student Accommodation Policy (ADM-P188) and the Student Guide to Accessibility Services Handbook (SSCM-001).

**Student Support:**

Tutoring is available as a fee-based service.

**Class Schedule/Overview:**

Please note that this schedule is subject to change

<b>Class Session</b>	<b>Topics</b>	<b>Pre-Class Readings</b>
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>