

Columbia College
Intermediate English Grammar and Writing Fluency (ENGL072)
Lecture 1
Course Outline

Semester Dates: June 25, 2018 – July 28, 2018

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: Jacqueline Goldman-Hida	Email: jacquelineg@columbia.ab.ca
Class Time: 5:30 PM - 9:30 PM (Tue./Thur.)	Room: 4-169
Credit: Non-Credit Course	Prerequisite: None

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:

1. Briefly review the verb tenses.
2. Review and practice subordinate clauses: adverb, adjective, and noun clauses, and the reasons and occasions for using them.
3. Recognize and employ gerunds and infinitives correctly.
4. Recognize and appropriately use passive and active voice.
5. Recognize selected grammatical patterns in authentic material.
6. Demonstrate improved accuracy, fluency, and confidence in using advanced grammar structures.
7. Continue to demonstrate the accurate use of present and past tense, progressive aspect and models in written work.
8. Recognize and avoid unnecessary verb and person shifts in writing.
9. Analyze and discuss selected grammatical structures at a more advanced level.
10. Analyze and practice using certain grammatical structures for transitions and for coherence in short written pieces.
11. 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:

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.

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:

- **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**
- **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**
- **Complete chapter two in the assigned textbook**

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
Tests	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

Please note that Columbia College students who are provisionally admitted to one of our professional programs are required to achieve a minimum grade of 75% or B.

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%.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, 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.

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:

Description	Date
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 dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <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 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. 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. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. 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.

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none">• Introduction to Course• Go over chapter 2• Quiz on Chapter 2 homework• Sentence structures	<ul style="list-style-type: none">• Complete chapter 2• 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	<ul style="list-style-type: none">• Quiz on Chapter 6 homework• Sentence structures and fragments and run-ons	<ul style="list-style-type: none">• Complete chapter 6• Complete any work assigned last class
3	<ul style="list-style-type: none">• Quiz on Chapter 9 homework• Continue to work on Sentence Development, fragments and run-on• Introduce present tense	<ul style="list-style-type: none">• Complete chapter 9• Complete any work assigned last class
4	<ul style="list-style-type: none">• Quiz on Chapter 5 homework• Continue to work on verb tenses and forms• Introduce past tense	<ul style="list-style-type: none">• Complete chapter 5• Complete any work assigned last class
5	<ul style="list-style-type: none">• Quiz on Chapter 8 homework• Continue to work on Verb tense and forms• Introduce Future tense	<ul style="list-style-type: none">• Complete chapter 8• Complete any work assigned last class
6	<ul style="list-style-type: none">• Quiz on Chapter 11• Continue to work on verb tense and sentences• Introduce Modals	<ul style="list-style-type: none">• Complete chapter 11• Complete any work assigned last class
7	<ul style="list-style-type: none">• Quiz on Chapter 13 homework• Continue to work verb tenses, modals and sentences• Introduce Gerunds and Infinitives	<ul style="list-style-type: none">• Complete chapter 13• Complete any work assigned last class
8	<ul style="list-style-type: none">• Quiz on Chapter 14 homework• Continue to work verbs, modals, gerunds and infinitives• Introduce present perfect and present perfect progressive tense	<ul style="list-style-type: none">• Complete chapter 14• Complete any work assigned last class
9	<ul style="list-style-type: none">• Quiz on Chapter 15 homework• Review for the final exam	<ul style="list-style-type: none">• Complete chapter 15• Complete any work assigned last class
10	<ul style="list-style-type: none">• Review everything to date• Final Exam – multiple choice	<ul style="list-style-type: none">• Review for Final Exam