

**Columbia College**  
**Advanced English Grammar and Writing Fluency (ENGL074)**  
**Lecture 1**  
**Course Outline**

Semester Dates: August 02, 2021 – September 04, 2021

Facilitator: Heather Bottomley

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Class Time: 5:30 PM - 9:30 PM (Tue./Thur.)

Room: Online class (MS Teams)

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. If a holiday falls on a scheduled class day or a class needs to be rescheduled, a make-up class will be scheduled for Friday. Students are required to make arrangements to be present at the rescheduled class.

**Course Description:**

This is a continuation of the Advanced Grammar course 073, which focuses on the common grammatical errors made by writers who are mastering essay 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 significant amount of reading and writing outside of the classroom to meet the requirements of the course. (5 weeks, 40 hrs.)

**Classes are held online. Students will need access to a computer or quality tablet (iPad, etc.) and reliable internet connection during the scheduled class times; a laptop or regular computer works best. A microphone and camera also required. Students will be provided with instructions and login information for Microsoft Teams (online classroom) a few days before classes begin.**

**The final exam may be held online or on-campus depending on COVID-19 policies at that time. Columbia College is committed to following Alberta Health protocols for pandemic safety.**

**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 reported speech correctly.
- Recognize and appropriately use coordinating conjunctions, transitions, real and unreal conditionals as well as adjective and noun phrases.
- 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, and group activities. 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:

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

Please call the Main Office (403-235-9300) to make arrangements for payment and textbook pick up.

## Homework Assignment Due for the First Class:

Review Chapters 1-8.

Prepare 3 questions that have arisen from your reading that you would like to have answered. You will be instructed on how to submit these questions to your facilitator on the first day of your course.

Please note: You will not be reading the text in class. Columbia College follows a facilitation model that requires everyone to participate in the class. Please ensure that you know as much as possible before the class begins because there is not time to go over everything before writing a quiz.

## 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	25%
In-class Writing, Editing and Worksheets	Every Class	30%
On-line Homework	Every Class	10%
Student Preparation and Class Participation	Every Class	5%
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 the passing grade is a B in this course.

## 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 day. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

## Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an *Application for Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

## Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

## Academic Integrity:

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

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

## 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:**

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

**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.

Additional homework may be assigned in class.

<b>Class Session</b>	<b>Topics</b>	<b>PRE-CLASS Readings</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Introduction to Grammar Sense Online Practice</li> <li>• Introduction to students' Moodle accounts</li> <li>• Review multiple-paragraph essay writing</li> <li>• Review Chapters 1-8</li> </ul>	<ul style="list-style-type: none"> <li>• Review Chapters 1-8</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Review Chapter 9: Gerunds and Infinitives</li> <li>• Test on Chapter 9</li> <li>• In-class writing/reading</li> <li>• Preview Relative Clauses</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 9 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Review Chapter 10: Relative Clauses</li> <li>• Test on Chapter 10 homework</li> <li>• In-class writing/reading</li> <li>• Preview Coordinating Conjunctions and Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 10 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Review Chapter 11: Coordinating Conjunctions and Transitions</li> <li>• Test on Chapter 11 homework</li> <li>• In-class writing/reading</li> <li>• Preview Adverb Clauses and Phrases</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 11 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Review Chapter 12: Adverb Clauses and Phrases</li> <li>• Test on Chapter 12 homework</li> <li>• In-class writing/reading</li> <li>• Review Real and Unreal Conditionals</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 12 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Review Chapter 13: Real and Unreal Conditionals</li> <li>• Test on Chapter 13 homework</li> <li>• In-class writing/reading</li> <li>• Preview Noun Clauses</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 13 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• Review Chapter 14: Noun Clauses</li> <li>• Test on Chapter 14 homework</li> <li>• In-class writing/reading</li> <li>• Preview Reported Speech</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 14 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• Review Chapter 15: Reported Speech</li> <li>• Test on Chapter 15 homework</li> <li>• In-class writing/reading</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Chapter 15 for homework</li> <li>• Complete any work assigned last class</li> </ul>
<b>9</b>	<ul style="list-style-type: none"> <li>• Review Chapters 9-15 For Final Exam</li> <li>• Review Writing a three-paragraph essay</li> <li>• In-class writing/reading</li> </ul>	<ul style="list-style-type: none"> <li>• Review Chapters 9-15</li> <li>• Complete any work assigned last class</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• Final Exam – multiple choice and essay writing</li> </ul>	<ul style="list-style-type: none"> <li>• Review for Final Exam</li> </ul>