

CAPILANO UNIVERSITY COURSE OUTLINES		
TERM: Spring 2014	COURSE NO: ENGL 010	
INSTRUCTOR: Brian Ganter	COURSE NAME: Language Skills	
OFFICE: FIR 406c LOCAL: x-2290 E-MAIL: bganter@capilanou.ca	SECTION NO(S): 01	CREDITS: 3
OFFICE HOURS: Friday 11:30-12:50		

COURSE FORMAT This course meets on Tuesdays and Fridays from 10-11:20am for three hours of class time, plus an additional hour delivered through on-line or other activities for a 15 week semester, which includes two weeks for final exams.

COURSE PREREQUISITES: EDT or LPI placement at the ENGL 010 level.

RECOMMENDED FOLLOW-UP COURSES ENGL 100 – Academic Writing Strategies

COURSE DESCRIPTION **Language Skills** This course teaches essential writing, reading, and grammar skills that prepare students for the challenges of university-level reading and writing. Students begin by learning to write coherently at the sentence and paragraph levels, eventually extending these skills to the essay form. Course work takes place through lecture-discussion, short readings and writing workshops. However, our class will also draw on non-traditional forms of “game learning” (also called “word games”) in which we explore language mechanics and build solid writing skills through play and game-driven problem-solving. **NOTE:** This course is not transferable to university but successful completion guarantees admission to English 100.

LEARNING OUTCOMES Upon successful completion of this course, students will be able to:

- ❖ Compose grammatically coherent and correct sentences
- ❖ Accurately paraphrase, summarize, and cite from assigned readings
- ❖ Write academic-level essays using appropriate sentence variety with a minimum of errors
- ❖ Read actively by distinguishing dominant from supporting ideas
- ❖ Read critically by formulating independent questions about assigned readings
- ❖ Compose sentences using a variety of patterns
- ❖ Compose essays with a variety of patterns and purposes
- ❖ Effectively draft, revise, edit, proofread and “problem solve” written work
- ❖ Compose a short essay with defined thesis

COURSE WEBSITES

Moodle Page <http://moodle.capilanou.ca/course/view.php?id=12000>

REQUIRED TEXTS

Ruvinsky, M. *Practical Grammar: A Canadian Writer’s Resource*. 2nd Edition. Oxford and New York: Oxford University Press, 2009. Print.

The Gamebook of Writing (made available by instructor)

College-level Dictionary of student's choice.

RECOMMENDED TEXTS

Coupe, R. *The Capilano Guide to Writing Assignments*. North Vancouver: Capilano University, 2011. Print.

All additional readings in electronic text and PDF formats will be made available via our course Moodle site.

COURSE CONTENT

Week 1	Introduction: Course Policies and Procedures / Diagnostic In-Class Essay	DUE: Student Information Sheet
Week 2	Writing Skills: Summarizing	IN-CLASS WRITING: Summary Assignment (assisted)
Week 3	Grammar Skills: Parts of Speech / Punctuation PG, Chap. 1, 8	
Week 4	Grammar Skills: Sentence Structure + Patterns / Writing Skills: Paraphrasing	
Week 5	Grammar Skills: Verbs Revisited, PG Chap. 3 / Sentence Skills: Academic Tone, PG, Chap. 2	IN-CLASS WRITING: Instructor Email (assisted)
Week 6	NO CLASS MEETING – READING BREAK	
Week 7	Sentence Skills: Paragraphs, Topic sentences, supporting details / “Writing Well,” PG, Chap. 9	IN-CLASS WRITING: Letter to the Editor (unassisted)
Week 8	Grammar Skills: Fragments, Run-On Sentences, Comma Splices / Sentence Skills: Integrating Citations	
Week 9	Grammar Skills: Agreement, PG, Chap. 4-5 / Writing Skills: Peer Grammar Review	IN-CLASS WRITING: Book Review (unassisted)
Week 10	Writing Skills: Thesis Construction + Development / Sentence Skills: Word Choice + Jargon	
Week 11	Rhetorical Skills: Comparison + Cause/Effect	

Week 12	Rhetorical Skills: Argument + Definition / Basic MLA format, PG, Chap. 10	
Week 13	Grammar Skills: Diction + Dangers/Parallel and Other Constructions, PG, Chap. 6 + 7	
Week 14	Peer Essay Review / Preparation for Final Exam	DUE: Final Essay, Sunday April 13
	Final Exam Date TBA	

COURSE ASSIGNMENTS

This outline and its assignments may be adjusted according to student progress. Students will be notified of any alteration to the course schedule or calendar of readings.

Students should keep all assigned and marked exercises organized in a folder or portfolio, which the instructor may request for review during the term or at the conclusion of the term.

EVALUATION PROFILE

This is a credit/no-credit course. If you receive credit for the course, the letters 'CR' will appear on your transcript. Credit for English 010 enables you to enter English 100. If you do not receive credit for English 010, you have the option of taking the EDT again in order to enter English 010, if you are so placed.

To receive credit for English 010, you must meet ALL of the following requirements:

- ❖ Attend regularly and participate actively (no student who misses four or more classes will receive credit for the course)
- ❖ Receive a 70% average (or better) on in-class grammar + writing exercises and quizzes
- ❖ Complete and receive a satisfactory (or better) mark on at least 70% of all short written 'paragraph' assignments. Generally such assignments will be evaluated on (1) development of ideas; (2) clarity of expression; (3) maturity of vocabulary; (4) correctness of sentence structure, grammar, punctuation, and word usage
- ❖ Complete and receive a satisfactory mark on at least 70% of all "Gamebook of Writing" exercises. Student gamebooks will be reviewed during the term.
- ❖ Complete two games before the end of the term of "Words with Friends" with the course instructor – this is our course "Fourth Hour" activity
- ❖ Complete and receive a mark of 70% on the final essay and a passing mark on the final exam.

OPERATIONAL DETAILS

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

ATTENDANCE

Students are strongly urged to attend class every day—not only to actively participate in the general process of production, exchange, and critique of ideas but also to receive assignments and handouts that will be essential to their successful completion of the course. Students missing a class will be responsible for obtaining notes from a classmate and missed handouts from the instructor. Students with four or more *unexcused* absences—absences without appropriate documentation—will not receive a passing mark for the course.

LATE ASSIGNMENTS

In order to help ensure equality of working conditions for all, I have an obligation to meet university deadlines (for submission of grades, etc.) just as you have the obligation to observe and meet the deadlines you share with your peers in this course (class presentations, reading for in-class discussions, etc.). Assignments that are late will be marked off the equivalent of one (1) point for each day they are late. Assignments submitted after one week from the original due date, will receive a mark of “0.” Late assignments (unless they are the result of an excused, documented absence) will receive a mark, but no written feedback from the instructor.

PLAGIARISM

Plagiarism is defined as the “false assumption of ownership: the wrongful act of taking the product of another person's mind, and presenting it as one's own” (A. Lindsay, *Plagiarism and Originality*). The *MLA Handbook* (available in the library) further clarifies plagiarism, noting that it takes such forms as “repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own.” Student will receive a grade of “F” for work submitted that is not his/her own.

PRESENTATION OF WRITTEN WORK

All assignments should bear your name, date submitted, course + section number, the name of the assignment, and your own title, where appropriate. All assignments should be double-spaced (1.5 or 2.0) and clearly legible. Problems with printing and formatting should be solved prior to class. Leave adequate margins for instructor commentary.

ELECTRONIC DEVICES

The use of electronic devices for making personal phone calls, text messaging or communication or web browsing of any kind is not allowed in class. Disregard for this policy will result in a mark of “unexcused absence” from class for the day, with no chance for makeup. Laptops are allowed only for the purposes of note taking. Laptop users will be asked to make their notes available to the instructor on occasion for review. Laptop users who violate the “note taking only” policy will lose their laptop privileges.

INCOMPLETE GRADES Given at the discretion of the instructor. Generally given only in medical emergencies or severe personal crises.

EMERGENCY PROCEDURES Students are expected to familiarise themselves with the emergency procedures posted on the wall of the classroom.