

DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – FALL 2020

HS1130 (B2) English – 3(3-0-0) 45 HRS

CALENDAR DESCRIPTION:

All necessary materials will be provided online.

There is no required textbook for this course.

FALL 2020 DELIVERY: Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

DELIVERY MODE(S): Lecture, group work, in class activities, presentations, writing assignments. As preparation for each class, students will be responsible for assigned readings and practice exercises.

COURSE OBJECTIVES:

LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

- Identify and demonstrate the correct usage of the key components of English grammar, punctuation, and mechanics of writing
- Identify common grammatical sentence structures
- Conduct library research
- Write strong paragraphs
- Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang
- Demonstrate the correct format for e-mail, memos, business letters
- Respond critically to written works
- Explain how the tone and style of our language must be tailored to suit the audience we seek to reach
- Effectively present academic material in the form of an oral presentation

TRANSFERABILITY:

***Warning:** Although we strive to make the transferability information up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

- Quiz #1: Plagiarism Quiz** (5% of final mark)
- Quiz #2: Grammar Quiz** (15% of final mark)
- Quiz #3: Objective Writing Quiz** (20%) of final mark)
- Assignment #1: Newsletter** (15% of final mark)
- Assignment #2: Critical Response** (10% of final mark)
- Assignment#3: Video Presentation** (20% of final mark)
- Assignment #4: Business Letter** (5% of final mark)
- In class tasks & assignments** (10% of final mark)

GRADING CRITERIA:

A minimum Grade of C- must be achieved in order to pass this course. Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

**Alpha
Grade**

**4-point
Equivalent**

**Percentage
Guidelines**



**Alpha
Grade**

**4-point
Equivalent**

Nov. 5	The Oral Presentation	
Nov. 10	The Presentation – organizing/practicing	Partner work & feedback
Nov. 12	The Presentation – recording & self-evaluation	
Nov. 17	Objective Writing/Reporting	
Nov. 19	Objective Writing/Reporting – practice and review	
Nov. 24	Objective Writing/Reporting Quiz (Quiz 3)	
Nov. 26	Business Writing	
Dec. 1	Reading for Pleasure	
Dec. 3	Responding visually to literature	
Dec. 8	Responding to emotions with poetry	– The Poetry of Emotions
Dec. 10	Wrap up	

STUDENT RESPONSIBILITIES: Refer to the College Policy on Student Rights and Responsibilities in the GPRC College calendar, pp 45-47 in the physical calendar.