

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Fall 2022

HS 1130 (B2): English – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Métis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations

INSTRUCTOR: Kirsten Clark

OFFICE: H 230

PHONE: (780) 539-2041

OFFICE HOURS: Mondays 11 a.m. - 12 p.m.

or Wednesdays by Zoom appointment

EMAIL: [kiclark@nwpolytech.ca](mailto:kiclark@nwpolytech.ca)

CALENDAR DESCRIPTION: A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay

An understanding of the correct usage of punctuation, capitalization, abbreviations, and numbering

Opportunities to practice the correct format for written business communications. An understanding of how to effectively present academic material in the form of an oral presentation

**LEARNING OUTCOME S:** Upon completion of the course learners will demonstrate knowledge and application of:

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  
 Draft a thesis statement  
 Properly use APA documentation, paraphrasing, in-text citations, and create a reference list

Write strong paragraphs  
 Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang  
 Demonstrate the correct format for e-mail, memos, business letters  
 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:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* 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:**

Daily Work 10%	Ten Short Quizzes (1% each)
Assignments 65%	Assignment 1: Newsletter (15%) Assignment 2: Critical Response (20%) Assignment 3: The Oral Presentation (15%) Assignment 4: Business Letter (15%)
Tests 25%	Plagiarism Test (5%) Grammar Test (10%) Objective Writing Test (10%)

## GRADING CRITERIA:

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	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

	DATE	TOPIC	OER READING	ASSIGNMENTS & DUE DATES
1	September 1	Introduction /Course Outline	1.2 Why is it Important to Communicate Well?	Intro Paragraph Due - Time Permitting
2	September 6	Plagiarism	6.5 Paraphrase and Summary vs Plagiarism	
3	September 8	Grammar: subjects and main verbs	13.2 Subject-Verb Agreement	Test 1: Plagiarism
4	September 13	Grammar: verb tense and subject-verb agreement	13.3 Verb Tense	Quiz 1
5	September 15	Grammar: pronouns, commas, colons, and semicolons	14.2 Commas, 14.4 Colons, 14.3 Semicolons	
6	September 20	Grammar: syntax	13.1 Sentence Writing	Quiz 2
7	September 22	Grammar		Test 2 Grammar
8	September 27	The Paragraph	17.2 Effective Means for Writing a Paragraph	
9	September 29	The Paragraph		Quiz 3
10	October 4	The Newsletter		
11	October 6	The Newsletter		Quiz 4

	October 11 & 13	Fall Break - No Classes		
12	October 18	Proofreading and Editing		Assignment 1: Newsletter Due
13	October 20	Critical Reading and Thinking		
14	October 25	Critical Reading and Thinking - Research Strategies and Referencing the Work of Others Guest Speaker		Quiz 5
15	October 27	Critical Reading and Thinking -Topic and article selection		
16	November 1	Critical Reading and Thinking -Drafting a response		Quiz 6
17	November 3	The Oral Presentation	4.2 Oral vs Written Communication	Assignment 2 Critical Response Due
18	November 8	The Oral Presentation: -Organizing/Practicing	20.3 Movement in Your Speech	Quiz 7
19	November 10	The Oral Presentation: Recording/Self Evaluation		Assignment 3 Oral Presentation Due
20	November 15	Objective Reporting		Quiz 8
21	November 17	Objective Reporting		
22	November 22	Objective Reporting		Quiz 9
23	November 24	Business Writing	11.5 Letters	Test 3 Objective Reporting
24	November 29	Business Writing		
25	December 1	Reading for Pleasure		
26	December 6	Responding to Literature		
27	December 8	Responding to Literature		Quiz 10 Assignment 4: Business Letter Due
28	December 13	Wrap up		
29	December 15	Flex Day		

#### STUDENT RESPONSIBILITIES:

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

