

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

Although we strive to make the transferability information up-to-date and accurate,

. 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.

(5% of final mark)

(15% of final mark)

7.64 5TJ 0 Tc 0 Tw ! EMC /P2<</MCID 50 >EMC 1 /P <</MCID 53 >BDC -9 (T1 1 Tt 0.0 Tc -4 (nda)4 Tt r)3 (<</N

A+	4.0	90-100		C+	2.3	67-69
A		85-89				

Nov. 5	The Oral Presentation	CT 1-page response Due Nov. 5th
Nov. 10	The Presentation – organizing/practicing	Partner work & feedback
Nov. 12	The Presentation – recording & self-evaluation	CT Presentations Due Nov. 15th
Nov. 17	Objective Writing/Reporting	
Nov. 19	Objective Writing/Reporting – practice and review	
Nov. 24	Objective Writing/Reporting Quiz (Quiz 3)	Objective Reporting Quiz
Nov. 26	Business Writing	Business Letter Due Nov. 26
Dec. 1	Reading for Pleasure	
Dec. 3	Responding visually to literature	In-class assignment
Dec. 8	Responding to emotions with poetry	In-class assignment – The Poetry of Emotions
Dec. 10	Wrap up	

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

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**Note: all Academic and Administrative policies are available on the same page.