



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – FALL 2018**

**HS1130 (A2) English – 3(3-0-0) 45 HRS**

**INSTRUCTOR:** Valerie Ostara  
**OFFICE:** H133  
**OFFICE HOURS:** By  
appointment

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**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 writing, oral presentation, and practical workplace communication.

**PREREQUISITE(S)/COREQUISITE:** English 30-1, English 33, or consent from the instructor. Students with previous credit in CD 1130 will not also receive credit for HS 1130.

**REQUIRED TEXT/RESOURCE MATERIALS:** **There is no required textbook for this course. All necessary materials will be provided through Moodle.**

**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:**

This course intends to provide students with:

- An exploration of the mechanics of grammar, sentence structure, tone and style in business writing
- The foundations for essay writing, including classic research paper structure, research methods and materials, and APA citations
- 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 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
- 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:**

**A list of institutions to which this course transfers (For example: UA, UC, UL, AU, GMU, CU, CUC, KUC. Please note that this is a sample and it must be replaced by your specific course transfer)**

**\*Warning:** Although we strive to make the transferability information in this document 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:**

There are eight (8) assignments in this course.

**Assignment #1: Take Home Grammar Test** (20% of final mark)

**Assignment #2: Thesis Statement** (5% of final mark)

**Assignment #3: APA Citation** (5% of final mark)

**Assignment #4: Definition Paragraph** (5% of final mark)

**Assignment#5: Essay Outline** (10% of final mark)

**Assignment #6: Essay** (20%) of final mark)

**Assignment #7: Business Letter** (10% of final mark)

**Assignment #8: Oral Presentation** (20% of final mark)

**Attendance & class participation** (5% of final mark)

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

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:

Please NOTE that this schedule is tentative and subject to change.

Date	Topic	Notes
Sept. 10	Intro to HS 1130 (English)	Introductory paragraph due
Sept. 14	Grammar & Sentence Structure	
Sept. 17	Grammar & Sentence Structure	
Sept. 21	Grammar & Sentence Structure	
Sept. 24	Grammar & Sentence Structure	
Sept. 28	Grammar & Sentence Structure	
Oct. 1	Thesis Statements	<b>Assignment #1 Due</b>
Oct. 5	Library research strategies & APA citations	Guest Instructor
Oct. 8	<b>Thanksgiving – NO CLASS</b>	<b>Assignment 2 Due</b>
Oct. 12	Plagiarism/ APA practice	
Oct. 15	Sentences, Paragraphs, Outlines	
Oct. 19	Sentences, Paragraphs, Outlines	<b>Assignment #3 Due</b>
Oct. 22	Definition Paragraph	
Oct. 26	Introductions & Conclusions	<b>Assignment #4 Due</b>
Oct. 29	Introductions & Conclusions	
Nov. 2	Outlines	
Nov. 5	Outlines	
Nov. 9	Outline writing	
Nov. 12	<b>Fall Break – NO CLASS</b>	
Nov. 16	Commas, colons & semi-colons	<b>Assignment #5 Due</b>
Nov. 19	Apostrophes, contractions, possessives	
Nov. 23	Quotations, punctuation, & other awesome things	
Nov. 26	Final edits	
Nov. 30	Email, Memos, Business Letters	<b>Assignment #6 Due</b>

Dec. 3	Oral presentations (lesson)	<b>Assignment #7 Due</b>
Dec. 7	Small group presentations (videos) & peer feedback	
Dec. 10	Small group presentations (videos) & peer feedback	
Dec. 14	Wrap up	<b>Assignment 8 Due</b>

**STUDENT RESPONSIBILITIES:** Refer to the College Policy on Student Rights and Responsibilities in the GPRC College calendar.

**STATEMENT ON PLAGIARISM AND CHEATING:**

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.