



**School of Health Sciences,
English and Humanities**

English Department

Course Outline – Winter 2014

ENG 2113

Communications II

Prepared by: [English Faculty] English Department

Fall 2001

Revised by: [English Faculty] English Department

June 2011

Approved by: [G. Shortt] Associate Dean

Prerequisite: ENG 1113 or ENG 1213

Corequisite: None

1. Course Description

This course enhances students' communication skills including research, documentation, essay-writing, and presentation skills. Selected essays and articles are read, examined, and responded to. Using research provides the opportunity for development of ideas in writing through critical thinking, analysis, synthesis, and evaluation. These skills are necessary for success in current and future college courses, the workplace, and their personal lives.

2. General Education and Essential Employability Skills

This course provides the following provincial Essential Employability Skills:

#1: Communication

#3: Critical Thinking and Problem Solving

#4: Information Management

#5: Interpersonal

#6: Personal

Is this course approved as a General Education course?

☒

No

☐

Yes

Students should refer to their program's restricted General Education courses for final determination.

3. Learning Outcomes

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

1. Read and respond to approved writings.
2. Apply a variety of rhetorical styles to writing.
3. Support ideas in writing using approved sources.
4. Read, comprehend, and follow instructions.
5. Conduct scholarly research to gather appropriate sources.
6. Follow a prescribed system for formatting and documenting borrowed information.
7. Organize and conduct a research project by meeting deadlines and special requirements.
8. Write a formal research paper using APA format.
9. Prepare and deliver a formal presentation using visuals to increase audience understanding and involvement.

4. Course Objectives

	Learning Outcome Reference Number
Unit 1 - Reading and Responding	
1.1 Identify the thesis, key ideas, and supporting ideas in a passage	[1]
1.2 Summarize a passage	[1,4]
1.3 Write concise answers to questions for practical purposes	[1]
1.4 Respond to a passage in writing	[1,4]
1.5 Revise, edit, and correct writing	[1]
Unit 2 - Writing Styles	
2.1 Differentiate among types of definitions	[2]
2.2 Analyze sample definition essays	[2,4]
2.3 Apply definition to writing	[2]
2.4 Differentiate between causes and effects	[2]
2.5 Analyze sample cause and effect essays	[2,4]
2.6 Apply cause and effect to writing	[2]
2.7 Differentiate among rational, emotional, and ethical appeals	[2]
2.8 Explain fallacies in persuasion	[2]
2.9 Analyze sample persuasion essays	[2,4]
2.10 Apply persuasion to writing.	[2]
Unit 3 - Research	
3.1 Identify sources to support a chosen topic	[5,6]
3.2 Collect information from sources	[4,5,6]
3.3 Evaluate sources for use with a topic	[3,4,5,6]
3.4 Summarize information	[1,3,4,6]
3.5 Paraphrase information	[1,3,4,6]
3.6 Quote information	[1,3,4,6]
3.7 Incorporate borrowed information into writing using APA format.	[3,4,5,6]
Unit 4 - Documentation	
4.1 Cite summarized, paraphrased, or quoted information using APA format	[4,5,6]
4.2 Identify the type of source of borrowed information	[5,6]
4.3 Compile a list of references using APA format.	[4,5,6]
Unit 5 - Formal Research Paper	
5.1 Select an appropriate topic for a research paper	[7,8]
5.2 Develop a thesis statement or purpose statement for the topic	[2,7,8]
5.3 Collect information from sources to support the thesis/purpose statement	[3,4,5-8]
5.4 Prepare an outline for the paper	[2,3,4,7,8]
5.5 Incorporate summarized, paraphrased, and quoted information to support ideas	[3,4,7,8]
5.6 Apply APA format to the paper for set up, in-text citations, and references	[4,6,7,8]
5.7 Revise, edit, and correct writing	[2,3,8]
5.8 Organize and conduct a research project by meeting deadlines and special requirements.	[4,7]
Unit 6 - Presenting	
6.1 Identify personal speaking strengths and weaknesses.	[9]
6.2 Construct and use speaking notes effectively	[4,9]
6.3 Prepare and organize strong supporting material	[4,9]

6.4	Clarify a presentation by using repetition, transitions, and interjections	[9]
6.5	Design and incorporate effective multimedia support	[4,9]
6.6	Employ various strategies to encourage audience participation	[9]
6.7	Cite borrowed material verbally and in writing	[3,4,9]
6.8	Model the qualities of an effective audience member	[9]
6.9	Deliver a formal oral presentation.	[4,9]

5. Resources and Supplies

a. Required

Langan, J., & Winstanley, S. (2011). *Essay writing skills with readings* (6th Can. ed.). Toronto: McGraw-Hill Ryerson.

English Department, Lambton College. (2013). *APA documentation guide: Setting up research papers* (9th ed.). Sarnia, ON: Lambton College.

b. Supplemental

None

6. Methodology

This course may consist of any of the following: lectures, classroom reading and discussion, in-class assignments, out-of-class assignments, writing assignments, consultations, workshops, and seminars. Some classes may be held in computer labs.

7. Student Evaluation

The passing grade for this course is **D (50%)**. Some programs, however, may require a higher grade for progression through, or graduation from, the program. Students should check program requirements.

The following elements will determine the student's final grade:

APA test	15%
Summary of scholarly article	5%
In-class assignments (minimum 5 – may include topic selection, documentation practice, outlining, research methods, evaluating sources, paragraph development, editing/revising, peer evaluation, and quizzes)	20%
Research paper of 1,000 words utilizing persuasion (minimum 4 approved sources [at least one scholarly article] with APA documentation)	40%
Presentation (10 minutes) of research findings	20%
Total	100%

Students must pass the 40% research paper and deliver a presentation to pass the course.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

Mark (%)	Grade	Grade Point	Mark(%)	Grade	Grade Point
94-100	A+	4.0	67-69	C+	2.3
87-93	A	3.7	63-66	C	2.0
80-86	A-	3.5	60-62	C-	1.7
77-79	B+	3.2	50-59	D	1.0
73-76	B	3.0	0-49	F	0.0
70-72	B-	2.7			

Special Requirements

- All papers and presentations must follow APA format as set out in the *APA Documentation Guide: Setting Up Research Papers*.
- Research papers must be signed off by the due date at both the outline and draft stages, or the finished paper will not be graded.
- Students will submit all work on their papers with all required documents in a two-pocket folder at each stage on assigned due dates. Incomplete folders will not be graded.
- Late papers and assignments will not be graded.
- Students must submit reports, essays or assignments to turnitin.com. These assignments will not be graded unless accompanied by their turnitin.com originality reports.
- For the final 40% paper, students will be required to attend an individual consultation, scheduled during class time, with the professor for approval of the draft.
- At the draft due date for the final 40% paper, the drafts must be complete and must have complete in-text citations and references, the turnitin.com originality reports, and copies of all source material with the borrowed information highlighted, or the finished essays will not be graded.
- At the due date for the finished final 40% paper, students will submit their signed outlines, signed drafts, completed research paper sign-off sheets, turnitin.com originality reports, finished papers in APA format with complete and correct citations and references, and copies of all source material with the borrowed information highlighted in a two-pocket folder. Incomplete folders will not be graded.
- Students will be required to have their PowerPoint slides approved at a specified date prior to their presentations.
- Students will be required to attend a specified number of presentations.

English Department Policy

Assignments

- Content and procedures for all assignments will be set by individual professors and will be consistent with course outlines.
- Assignments may be completed using printed support material, e.g. course textbook, dictionary, language dictionary, thesaurus.
- Assignments may be completed in class. No photocopies of texts will be allowed, and texts from other courses will not be allowed for these assignments.
- Electronic translators may be used for assignments, essays, and reports.

Essays and Reports

- For essays and reports, individual professors will specify the work that must be completed in class.
- Original assignments, essays, and reports must be submitted. Previously written assignments, essays, and reports will not be graded.
- Faculty will not proofread or edit student assignments, essays, reports, or drafts of essays or reports. Faculty may suggest areas of concern with respect to mechanical and sentence structure and may comment on organization, paragraph development, quality of content, style, and format in their own students' assignments, essays or reports prior to the assignment, essay or report's final evaluation.
- Students may be required to provide an oral defense of a paper.

Lab Assignments

- Only the application being used for the specific computer lab assignment may be open on the computer.

Tests and Exams

- Tests and exams may be written using printed support material, e.g. course textbook, dictionary, language dictionary, thesaurus.
- No photocopies of texts will be allowed for tests and exams, and texts from other courses will not be allowed.
- Texts will not be shared during tests and exams.
- Tests will normally be written in class, but if there are time constraints in completing required work in the course, take-home tests may be used.

8. Academic Integrity

Lambton College is committed to high ethical standards in all academic activities within the College, including research, reporting and learning assessment (e.g. tests, lab reports, essays).

The cornerstone of academic integrity and professional reputation is principled conduct. All scholastic and academic activity must be free of all forms of academic dishonesty, including copying, plagiarism and cheating.

Lambton College will not tolerate any academic dishonesty, a position reflected in Lambton College policy. Students should make themselves familiar with the [Students Rights and Responsibilities Policy](#), located on the MyLambton website for details concerning academic dishonesty and the penalties for dishonesty and unethical conduct.

Questions regarding this policy, or requests for additional clarification, should be directed to the [Lambton College Centre for Academic Integrity](#).

9. Related Items

Students with Disabilities

If you are a student with a disability please identify your needs to the professor and/or the Accessibility Centre so that support services can be arranged for you. You can do this by making an appointment at the Accessibility Centre, Room L103 ext.3427 or by arranging a personal interview with the professor to discuss your needs.

Student Rights and Responsibility Policy

Acceptable behaviour in class is established by the instructor and is expected by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

Prior Learning Assessment Statement

This course is eligible for Prior Learning Assessment

☒ **Yes** ☐ **No**

If yes has been selected, you may choose to contact the Counselling Department for advice on Prior Learning Assessment.

Date of Withdrawal without Academic Penalty

Please consult the Academic Regulations and Registrar's published dates.

Waiver of Responsibility

Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the College.

Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.