



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

English Department

Course Outline – Winter 2014

ENG 1113

Communications I

Prepared by: [M. Niestroj-Young] English Department

June 2005

Revised by: [English Faculty] English Department

June 2012

Approved by: [G.Shortt] Associate Dean

Prerequisite: None

Corequisite: None

1. Course Description

This is a writing course focusing on expository writings. Basic editing principles are covered and applied to all writing. Selected essays are read and examined as examples of the expository styles to improve critical reading skills, grammar skills, and essay writing.

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. Analyze structure and content of works from various authors.
2. Read, respond to, and summarize various passages.
3. Apply a variety of expository styles to writing.
4. Apply editing skills to written work.
5. Write correctly structured college-level essays.
6. Read, comprehend, and follow instructions.

4. Course Objectives

Unit 1 – Writing

- | | Learning Outcome
Reference Number |
|---|--|
| 1.1 Write grammatically correct sentences and paragraphs | [4] |
| 1.2 Formulate thesis statements | [3,5] |
| 1.3 Identify key ideas and supporting details | [1,2] |
| 1.4 Prepare outlines for essays including thesis statements, corresponding topic sentences and supporting ideas | [5] |
| 1.5 Draw concise conclusions from information presented | [1,2] |
| 1.6 Write correctly structured, college-level essays using APA layout. | [5,6] |

Unit 2 - Critical Reading and Writing

- | | |
|---|-------|
| 2.1 Identify the purpose, audience, and tone of a passage | [1,2] |
| 2.2 Identify the thesis, key ideas, and supporting ideas in a passage | [1,2] |
| 2.3 Summarize a passage using a correct lead-in | [1,2] |

- | | | |
|-----|--|---------|
| 2.4 | Respond to a passage in a well-developed paragraph | [1,2,4] |
| 2.5 | Revise, edit, and correct writing. | [4] |

Unit 3 - Expository Styles

- | | | |
|-----|---|-------|
| 3.1 | Analyze the content, style, and organization of essays | [1] |
| 3.2 | Identify the structure of example and comparison | [1] |
| 3.3 | Choose an appropriate expository style to develop a specified topic | [3] |
| 3.4 | Use selected essays as models for written assignments | [1] |
| 3.5 | Write an example essay | |
| 3.6 | Write a comparison essay. | [3-5] |

Unit 4 - Editing Skills

- | | | |
|-----|---|-----|
| 4.1 | Proofread to identify errors | [4] |
| 4.2 | Correct sentence and punctuation errors | [4] |
| 4.3 | Use a dictionary to choose the correct spelling, usage, and meaning of words. | [4] |

5. Resources and Supplies

a. Required

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

b. Supplemental

Avis, W.S., Drysdale, P.D., Gregg, R.J., Neufeldt, V.E., & Scargill, M.H. (2000). *Gage Canadian dictionary*. Toronto: Gage.

6. Methodology

The course may consist of a selection of workshops, computer lab sessions, lectures, in-class assignments, homework assignments, assigned readings, discussions, or occasional audio-visual presentations.

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:

Critical reading assignment	10%
Summary assignment	5%
Editing assignment	10%
In-class assignments	
minimum 5 - may include critical reading, summary, editing/revising, outlines, writing strategies, thesis statements, topic sentences, and paragraph development	10%
Essay outlines	
2 @ 5%	10%
Essays	
500 words each	30%
2 @ 15% each - 1 example, 1 comparison	
Essay	
750 words	25%
comparison or response essay based on a critical reading	
Total	100%

Special Requirements

- All 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 or approved.
- Students will submit their finished papers on assigned due dates in a two-pocket folder containing their signed outlines, signed drafts, originality reports, and finished papers. 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.
- Students may be required to complete some course work in class.

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.

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.

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			

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.