Kwantlen
UNIVERSITY COLLEGE

COURSE OUTLINE

Department: **English**

Course Number: **ENGL 1099**

Former Course Number:

Credits: **3**

Descriptive Title: **Writing Skills**

Calendar Description

Students will study grammar, diction, spelling, punctuation, and sentence structure. They will develop and practise skills for writing effective sentences and paragraphs. Students will also learn and practise various methods of developing paragraphs. They will finish the course by writing one or two short essays.

Required for the following credentials:

Recommended for the following credentials:

Prerequisites: ENGL 12 **or** COM12 **or** KUC English Assessment Test placement
or LPI score 22 or higher **or** ABEE 0081 (B) **or** PSPE 1081 (B)
or ABEE 0091(C-) **or** PSPE 1091 (C-) or ELST 0381 (C+)

Corequisites:

Transferable: Refer to the BCCAT Transfer Guide ☒

Not Transferable: ☐

Revision Implementation date: September 2002

Course to be reviewed by (mth/yr):   September 2007

LEARNING OBJECTIVES/OUTCOMES
> **A student who successfully completes the course will have reliably demonstrated the ability to:**

- Write grammatically correct sentences
- Write effective and varied sentences
- Use rhetorical principles of unity, coherence, and emphasis in developing paragraphs
- Write paragraphs using various rhetorical patterns such as definition, comparison/contrast, and causal analysis
- Write a short essay using the principles of unity, coherence, and development

CONTENT
> **Content will include, but is not restricted to, the following:**

- Identification of different kinds of independent and dependent clauses
- Correct use of punctuation such as commas, semicolons, and colons
- Strategies to eliminate or repair sentence errors such as fragments
- Strategies to improve sentence variety and effectiveness
- Use of appropriate diction
- Generating ideas in pre-writing stages
- Writing drafts and revising
- Ordering ideas in paragraphs
- Developing paragraphs with details, examples, and reasons
- Rhetorical patterns such as description, definition, comparison and contrast, cause and effect, and argument
- Developing and structuring an essay

EMPLOYABILITY SKILLS
> **A student who successfully completes the course will have reliably demonstrated the following employability skills:**

Oral Skills:
- Receiving, attending to, and following instructions for written assignments and tests
- Participating in small and large group discussions

Interpersonal Skills:
- Working collaboratively with peers on exercises or writing assignments
- Giving and receiving feedback in editing workshops

Teamwork and Leadership Skills:
- contributing to the group effort and success in various group writing and revising activities
- helping to establish goals and priorities in group work
- practicing skills of listening, initiating, summarizing, and questioning in group activities
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Writing Skills:
- generating, organizing and developing ideas in response to assignments
- using a variety of rhetorical modes in written assignments
- revising, editing and proofreading written work

Reading Skills
- Reading closely to gather information
- Summarizing, analyzing and interpreting different kinds of written information

LEARNING ACTIVITIES

Activities may include, but are not restricted to, the following:
- Completing grammar, punctuation, and writing exercises
- Generating and organizing ideas
- Attending class and taking notes
- Participating in open class and small group discussions
- Drafting and revising written work
- Participating in peer revision workshops
- Editing and proofreading written work
- Discussing ideas relevant to writing exercises
- Analyzing paragraph and essay structure

ASSESSMENT METHODS

Grading system used   X LETTER GRADE   ____MAS   ____EXP

Assessment plans comply with Kwantlen policy and resemble the following:

No single assessment may exceed 30% of the final grade without the specific approval of Education Council. Students will do a minimum of five separate evaluations, some written in class. The following is a sample evaluation scheme:

- Grammar Quizzes (2-8)   15%
- Paragraphs (8)   50%
- Expository essay (1)   20%
- Writing Exercises   15%

METHODS FOR PRIOR LEARNING ASSESSMENT

Challenge Exam

TEACHING MODES

	Hours per Week	Class Size	Duration (in weeks)
Classroom-Related Instruction (Lecture)	4*	17	15
Simulated Learning Environment (Lab)			
Individual Learning Environment (Lab)			
Practicum Supervision/Field Experience			
Reality Learning Environment			

*Offered in 3-hour blocks in approved periods

LEARNING RESOURCES

Recommended Textbooks, Lab or Shop Manuals, Equipment, etc.

One of these texts or an equivalent is recommended:

Norton, Sarah and Brian Green. The Bare Essentials. Toronto: Holt, latest edition.
McWhorter, Kathleen T. The Writer's Express. Boston: Houghton, latest edition.

BIBLIOGRAPHY ATTACHED? _____ Yes   X   No

APPROVAL PROCESS SIGNATURES

This Course Outline complies with the relevant Kwantlen policies. It follows the guidelines set out in the Kwantlen Course Outline Manual*. Department or program learning objectives/outcomes and employability skills that have been identified in this Course Outline can be reasonably achieved through this Course.*

Course developer(s): _____**Date:** _____
          Karen Inglis and Sheila Hancock

Department chair: _____ **Date:** _____
          Sue Ann Cairns and Robert Fleming

Divisional Dean: _____ **Date:** _____
          Jack Finnbogason

This course does not duplicate another course or courses at Kwantlen. It fits appropriately into an approved program of studies at the College:

Chair, Education Council: _____ **Date:** _____
          Robin Russell

Date approved by Kwantlen Board of Governors: _____