

TERM: Fall 2015	COURSE NO. BENG 043
INSTRUCTORS:	COURSE NAME: ABE ADVANCED LEVEL ENGLISH PART 1
COURSE CREDITS: 1.0	SECTION NO(S):

COURSE FORMAT: 3 instructional hours/week. Paced or self-paced.

PREREQUISITES: None.

COURSE OBJECTIVES:

General: To enable the student to prepare well-developed outlines and to become familiar with various reporting formats. To give the student experience in summarizing various kinds of writing and to prepare the student to write various kinds of reports.

Instructional: Through readings, discussion, lectures and writing practice, the successful student will be able to do the following:

1. Create outlines to structure writing.
2. Write and revise required paragraphs and reports.
3. Summarize articles and consolidate information into appropriate report format, including a longer research report.
4. Write book report(s) - fiction and/or non-fiction.
5. Respond to the elements of a media production and write a coherent, well-structured review.
6. Participate in class discussion and present oral reports in response to assigned topics as needed.
7. Successfully complete exercises assigned as required in sentence structure, punctuation, grammar, etc.

REQUIRED TEXT: Green, Brian, and Sarah Norton. The Bare Essentials, Form A. 8th ed. Toronto: Holt, Rinehard and Winston, 2014.

RECOMMENDED READINGS:

1. Non-fiction
2. Fiction
3. Short Reports
4. Bare Essentials

COURSE CONTENT: **Time Component:** Depending on whether paced or self-paced.

1. Grammar
 - a. Sentence Structure
 - b. Punctuation
2. Paragraph Writing
3. Summary Writing
4. Short Report
 - a. Outlines
 - b. Format
5. Media Review
 - a. Oral or multi-media
6. Final Test
 - a. SummaryWriting

EVALUATION PROFILE:

Participation (in-class/online).....	10%
Paragraphs.....	15%
a) Expository	
b) Descriptive	
c) Argumentative	
Grammar & Mechanics Tests.....	15%
Summaries.....	10%
Short Reports	30%
a) Media Review	
b) Oral Presentation	
Final Test.....	<u>20%</u>
TOTAL	100%

Students scoring less than 70% on an exam will have the option to re-write the exam. A re-written exam will have the mark multiplied by .9

GRADING PROFILE:

A+	90-100%	B+	77-79%	C+	67-69%	D	50-59%
A	85-89%	B	73-76%	C	63-66%	F	0-49%
A-	80-84%	B-	70-72%	C-	60-62%	NC	*

* Students may be assigned “NC” (No Credit) if they require more time to finish the course

OPERATIONAL DETAILS:

- University Policies:** Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.
- Attendance:**
1. All students attending Adult Basic Education courses must attend each class that they are registered in. If you must be absent, please email/ telephone your instructor(s).
 2. Students are expected to work in the English classroom. If they need to work elsewhere, they should receive permission from their instructor.
 3. Students missing 30 minutes or more of class time will be marked absent. Students who have circumstances preventing punctual arrival or requiring early departure from class should consult their instructor.
- Participation:** The grade for the participation component of the course is based on both the frequency and the quality of the student's comments, questions, and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight, and clarity of remarks.
- Progress:** Instructors have the right to determine whether a student has made acceptable progress throughout the semester. There is an expectation that students finish the course level for which they registered during the semester.
- Late Assignments:** For paced English classes, late assignments will be penalised as follows:
- One day – one week late: 10% reduction in grade
 - Eight days – two weeks late: 20% reduction in grade
 - Fifteen days – three weeks late: 30% reduction in grade
- Assignments will not be accepted any time after this.
- Cheating/Plagiarism:** All forms of cheating including plagiarism are serious offences. The instructor has the right to assign a "0" on the assignment or a grade of "F" on the course. A second offence in any course may result in expulsion from the program.
- Emergency Procedures:** Please read the emergency procedures posted on the wall of the classroom.