



COURSE OUTLINE

TERM: Fall 2014	COURSE NO: CDEN 031
INSTRUCTOR(S):	COURSE NAME: CDO English Intermediate
OFFICE:	SECTION NO: COURSE CREDITS: 2.0

COURSE FORMAT: This course is offered in blocks of 2 hours per week. This course can be offered in a paced or self-paced format.

COURSE PREREQUISITES: NONE

RECOMMENDED FOLLOW-UP COURSES: BENG 041

COURSE OBJECTIVES:

General: To enable the student to acquire a basic understanding of and competence in the mechanics and basic skills for effective written communication. The student will be able to write sentences effectively and to combine sentences into coherent paragraphs and compositions, in preparation for higher level ABE English courses.

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

1. Prepare a short oral presentation to inform or persuade.
2. Write and revise required paragraphs and compositions.

3. Successfully complete exercises assigned as required in sentence structure, punctuation, grammar, etc.
4. Demonstrate an ability to identify and use correctly parts of speech.
5. Distinguish between and prepare examples of descriptive, narrative and expository writing.
6. Use a dictionary effectively.
7. Understand and avoid plagiarism.
8. Understand that there is a formal system for referencing the ideas, theories and research of other authors.
9. Locate library materials.
10. Complete short business communications such as application forms and business letters.
11. Be able to participate in class discussions and share ideas and feedback.

REQUIRED TEXT:

Green, Brian, and Sarah Norton. The Bare Essentials Form A. 7^h ed. Toronto: Holt, Rinehart and Winston, 2008.

RECOMMENDED READINGS: As specified by instructor

COURSE CONTENT:

Time Component: Varies on whether paced or self-paced.

i. Oral Presentation	A. Identify Point of View B. Prepare information to support point of view C. Give an oral presentation C. Give and Receive Feedback
i. The Paragraph	A. Paragraphing Techniques B. Topic Sentence C. Types of Paragraphs D. Approaches to Paragraphing 1. Compare and Contrast 2. Point of View 3. Mood and Atmosphere 4. Narrative 5. Description 6. Expository
ii. The Composition (Two)	A. Outlining B. Introduction with Main Idea C. Detailed Support Paragraphs D. Conclusions
iii. Basic Skills	A. Assessment and Orientation B. Use of Dictionary C. Use of Library D. Introduction to Referencing D. Business Forms E. Business Communications: Letters F. Remedial Exercises as needed
iv. Test	An in-class test of one to three paragraphs which demonstrate coherence and continuity of thought, utilize topic sentence and are free of errors in sentence structure.

EVALUATION PROFILE:

Credit is given based upon satisfactory completion of recommended assignments, paragraph test and regular attendance. In the self-paced program, students may complete the course in less or more than 15 weeks.

GRADING PROFILE:

Credit/No Credit

OPERATIONAL DETAILS:***University Policies:***

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance:

Students who will be absent for any reason should leave a voice or email message for their instructor **prior** to the start of class.

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.

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 "NC" on the course. A second offence in any course may result in expulsion from the program.

Computer use policies:

The misuse of a computer system (such as unauthorized access to other computer accounts or unauthorized use of system software) is not only unfair to other students but can result, at the instructor's discretion, in suspension of the offender's computer access in a course, which may result in an "NC" grade.

Repeated offences may result in a permanent revoking of all computer privileges.

Emergency Procedures:

Please read the emergency procedures posted on the wall of the classroom.

CDEN 031 – STUDY GUIDE

ORIENTATION, MECHANICS, BASIC SKILLS

I Assessment and Orientation

II Oral Presentation

- A. Point of view
- B. Persuasion
- C. Giving and Receiving Feedback
- D. Short Presentation

III The Paragraph and Short Composition

- A. Description
- B. Narration
- C. Exposition
- D. Comparison
- E. Contrast
- F. Point of view
- G. Mood or Atmosphere
- H. Choice

I. Compositions: at least two longer compositions

J. In Class Test

IV Basic Skills

A. In Class Oral Skills

B. Dictionary Skills: Exercises as necessary

C. Introduction to Referencing

D. Use of the Library

University Library: Catalogue system, obtain materials. Report on facilities.

C. Business Forms

1. Application forms

2. Other forms as necessary

D. Business Letters

1. Letter of Application or Request

2. Letter of Complaint

3. Letter of Thanks

E. Grammar & Spelling: Remedial exercises as necessary

F. Reading: Remedial work as necessary

At the instructor's discretion, you may be exempted from some of the assignments and still receive credit for CDEN 031.