Communications 095  Basic Writing Skills  1 1/2
(Formerly CMNS 171)  

CATALOGUE DESCRIPTION:

A course in basic writing skills including spelling, punctuation, grammar, sentence structure, and short compositions.

COURSE PREREQUISITES: None

COURSE COREQUISITES: None

<table>
<thead>
<tr>
<th>HOURS PER TERM</th>
<th>Lecture</th>
<th>12 hrs</th>
<th>Student Directed Learning</th>
<th>6 hrs</th>
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<tbody>
<tr>
<td>FOR EACH STUDENT</td>
<td>Laboratory Seminar</td>
<td>6 hrs</td>
<td>Other - specify:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Field Experience</td>
<td>hrs</td>
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TOTAL 24 HRS

UCFV CREDIT 1  UCFV CREDIT X  NON-CREDIT 2

TRANSFER STATUS  (Equivalent, Unassigned, Other Details)

UBC

SFU

UVIC

Other

Betty Urquhart  J.D. TUNSTALL, Ph.D.
COURSE DESIGNER  DEAN OF ACADEMIC STUDIES
Communications 095
NAME & NUMBER OF COURSE

<table>
<thead>
<tr>
<th>COURSES FOR WHICH THIS IS A PREREQUISITE:</th>
<th>RELATED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMNS 125 (Agriculture students)</td>
<td>CMNS 090</td>
</tr>
</tbody>
</table>

TEXTBOOKS, REFERENCES, MATERIALS  (List reading resources elsewhere)

TEXTS: *The Bare Essentials*, Teresa Ferster Glazier.
Or other text at instructor recommendation.
REFERENCES: a dictionary

OBJECTIVES:

1. To work on improving basic writing skills, including mechanics (grammar, spelling and punctuation) and sentence structure.

2. To work on learning organizational skills in writing through lectures and assignments on developing paragraphs, summarizing material, and planning and writing one or two longer pieces (e.g. a short essay and/or report).

METHODS:

STUDENT EVALUATION PROCEDURE:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (short)</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Compositions (short)</td>
<td>30%</td>
</tr>
<tr>
<td>(longer)</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
NOTE: The following exercises are the minimum required. The instructor may change the order and weighting according to the needs of the class.

**CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:**

- A+ = 94 - 100%
- A  = 89 - 93%
- A- = 86 - 88%
- B+ = 82 - 85%
- B  = 78 - 81%
- B- = 75 - 77%
- C+ = 71 - 74%
- C  = 66 - 70%
- C- = 63 - 65%
- P  = 60 - 62%

**COURSE CONTENT**

- Spelling
- Punctuation
- Grammar (agreement, verb tenses)
- Keeping a journal
- Good sentence structure (completeness and correctness)
- Developing a paragraph
- Writing a short essay or report
- Making a summary of a journal article
COMMUNICATIONS 171

Instructor: Betty Urquhart  
Office #3  
Phone: local 2438 (Main Building)  
or Home: 858-6865

Office Hours: Tuesdays 2:00 - 3:30 p.m.  
or by appointment

Required Texts:
1. *The Least You Should Know About English* (LYKE) - Teresa F. Glazier
2. A recent dictionary (*Oxford Paperback Dictionary*, for example)

Course Outline

**Week 1**

Oct. 15
Course objectives. Review of the communications manual.
Using the course outline.
Introduction to journal writing (handout).
Introduction to the text - how to use it.
Review spelling rules.

Assignments:
1. Study text sections on spelling as follows: pp. 7-10, 16-18, 25, 30-32, 41, 44-45.
2. Do the exercises following each section until you feel comfortable with the lesson.
3. Enter difficult words for you on back cover of text.

Oct. 18
Spelling quiz. (10)
Sentence structure: subjects and verbs, correcting run-on sentences.

Assignments:
1. Dictionary exercise pg. 47 LYKE. (5)
2. Study sentence structure lessons and do exercises as required pp. 55-99.
3. Bibliography exercise (handout). (10)
4. Update your journal, and prepare to hand it in at the next class. Minimum: 5 entries.
**Week 2**

Oct. 22 Hand in journals. 

The writing process: developing the paragraph.

**Assignments:**
1. Read pp. 208-212; do exercises as required.
2. Write a paragraph of 175-200 words on a topic as assigned by your instructor. 
   **Due October 25.**

Oct. 25 Time management log introduction.

Sentence structure: correcting fragments using standard verb forms making subject and verb agree using correct pronoun reference.

**Assignments:**
1. Study pp. 100-107 (irregular verbs)
2. Prepare for quiz on correct usage.
3. Write journal entries.
4. Start keeping a log of your time for 1 week (7 days) by half-hour intervals in preparation for your time management report.

**Week 3**

Oct. 29 Quiz on usage. 

**Assignments:**
1. Study pp. 125-155, doing exercises as required.
2. Comprehensive exercise on sentence structure. (20)
3. Write journal entries.

Nov. 1 Writing a short report; graphic aids.

**Assignments:**
1. Prepare the time management report, including your conclusions and recommendations, if any.

**Length:** 300-350 words. **Due November 8.**
2. Update your journal for handing in next class. Minimum 10 entries.

**Week 4**

Nov. 5 Hand in journals.

Writing a summary. Work in groups on Assignment 14 - LYKE pg. 215.

**Assignments:**
1. Choose either Assignment 17 or Assignment 18 and write a 100-word summary. **Due November 12.**
2. Write journal entries.
Week 4  (continued)

Nov. 8  Writing the longer paper.  Ref. pp. 196-212 (LYKE)
- choosing and limiting the topic
- writing a thesis statement
- developing supporting points
- organizing, writing, re-writing
- editing and proofreading.

Assignments: 1. With the help of your instructors, choose a topic for a paper of about 5 paragraphs in length (450-500 words). Develop a thesis statement and plan of organization for use in the next class.
2. Write journal entries.

Week 5

Nov. 12  Workshop on the longer paper.

Assignments: 1. Complete your paper, edit, type or word-process your copy, and proofread it. Due November 15. (40)
2. Write journal entries.

Nov. 15  Punctuation and capitalization.
Study pp. 158-193.

Assignments: 1. Prepare for quiz on punctuation.
2. Complete journal entries for handing in next class, minimum 16 entries. See your journal guidelines for last entry.

Week 6

Nov. 19  Quiz on punctuation (10)
Final papers returned and discussed.
Hand in journals.

Nov. 22  ???  Merry Christmas!
COMMUNICATIONS 171

Mark Sheet

Quizzes and Exercises

<table>
<thead>
<tr>
<th>Activity</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spelling quiz</td>
<td>_____</td>
<td>(5)</td>
</tr>
<tr>
<td>Usage quiz</td>
<td>_____</td>
<td>(10)</td>
</tr>
<tr>
<td>Punctuation quiz</td>
<td>_____</td>
<td>(10)</td>
</tr>
<tr>
<td>Bibliography exercise</td>
<td>_____</td>
<td>(10)</td>
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<tr>
<td>Dictionary exercise</td>
<td>_____</td>
<td>(5)</td>
</tr>
<tr>
<td>Sentence exercise</td>
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<td>(20)</td>
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<td><strong>Total</strong></td>
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<td>(65)</td>
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Short Compositions

<table>
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</thead>
<tbody>
<tr>
<td>Paragraph</td>
<td>_____</td>
<td>(20)</td>
</tr>
<tr>
<td>Short report</td>
<td>_____</td>
<td>(25)</td>
</tr>
<tr>
<td>Summary</td>
<td>_____</td>
<td>(20)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>_____</td>
<td>(65)</td>
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Longer paper

<table>
<thead>
<tr>
<th>Activity</th>
<th>Score</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>_____</td>
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<td>20%</td>
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Journal

<table>
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<tr>
<th>Activity</th>
<th>Score</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
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<td>15%</td>
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</table>

**Grand Total** | _____ | (200) |

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