Communications 171 Basic Writing Skills

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

Course Prerequisites: None

Course Corequisites: None

Hours Per Term
- Lecture: 12 HRS
- Laboratory: 6 HRS
- Seminar: HRS

Student Directed Learning: 6 HRS

Field Experience: HRS

Total: 24 HRS

College Credit
- Transfer: No
- Non-Transfer: Yes
- Non-Credit: No

Transfer Status (Equivalent, Unassigned, Other Details)
- UBC
- SFU
- UVIC
- Other (specify)

Betty Urquhart
COURSE DESIGNER

J.D. Tunstall, Ph.D.
DEAN OF ACADEMIC STUDIES
COURSES FOR WHICH THIS IS A PREREQUISITE:
CMNS 363 (Agriculture students)

RELATED COURSES
CMNS 170

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

TEXTS: The Least You Should Know About English by Teresa Ferster Glazier. Publisher - HRW

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</th>
<th>Percentage</th>
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</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>
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<tr>
<td></td>
<td>35%</td>
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<tr>
<td>Compositions (longer)</td>
<td>100%</td>
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</tbody>
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CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>94 - 100%</td>
</tr>
<tr>
<td>A</td>
<td>89 - 93%</td>
</tr>
<tr>
<td>A-</td>
<td>86 - 88%</td>
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<tr>
<td>B+</td>
<td>82 - 85%</td>
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<tr>
<td>B</td>
<td>78 - 81%</td>
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<tr>
<td>B-</td>
<td>75 - 77%</td>
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<tr>
<td>C+</td>
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<td>C</td>
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<tr>
<td>C-</td>
<td>63 - 65%</td>
</tr>
<tr>
<td>P</td>
<td>60 - 62%</td>
</tr>
</tbody>
</table>

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
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

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.
Do the exercises following each section until you feel comfortable with the lesson.
Enter difficult words for you on back cover of text.
2. Prepare for spelling quiz.
3. Write journal entries.

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.** (20)

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. (10)

Sentence structure: misplaced and dangling modifiers parallel construction shift in time (tense) or person wordiness and cliches.

**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.

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  32½%

Spelling quiz         _____   (5)
Usage quiz            _____   (10)
Punctuation quiz      _____   (10)
Bibliography exercise _____   (10)
Dictionary exercise  _____   (5)
Sentence exercise    _____   (20)
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Total                _____   (65)

Short Compositions  32½%

Paragraph            _____   (20)
Short report          _____   (25)
Summary              _____   (20)
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Total                _____   (65)

Longer paper          _____   (40)  20%

Journal              _____   (30)  15%
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Grand Total          _____   (200)

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