

<p>M: Course Objectives / Learning Outcomes</p> <p>Within relevant educational, employment, personal and social contexts, students will:</p> <ol style="list-style-type: none"> 1. perform functional writing tasks to meet personal needs, and to prepare for formal composition assignments. 2. write loosely paragraphed forms, such as accounts of experiences or events, biographical descriptions or summaries of articles or stories. 3. compose short paragraphs that make and support a simple point. 4. write comprehensibly.
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Personal letters, notes, application forms <ol style="list-style-type: none"> a. Format b. Style 2. Narration, description, summarizing, paraphrasing. 3. Paragraphs <ol style="list-style-type: none"> a. Paragraph preparation: generating ideas, choosing topics b. Paragraph format: topic sentence, support, transitions c. Paragraph development: editing and revising 4. a. Language skills: grammar, sentence structure, punctuation, vocabulary <ol style="list-style-type: none"> b. Proofreading techniques.
<p>O: Methods of Instruction</p> <p>The instructor will facilitate, observe and evaluate students' participation in writing activities. Whole and small group instruction will be combined with individual assistance and student directed learning. Students will participate in the setting of goals by identifying their communicative and language development needs, and will participate in the selection of learning activities.</p>
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Materials will be supplied. Students may be required to purchase a text.</p>
<p>Q: Means of Assessment</p> <p>A mastery model of on-going evaluation will be used. A student will reach mastery when s/he has demonstrated through satisfactory completion of exercises, assignments and other assessments that the course objectives have been achieved.</p> <p>Where formal tests of specific skills are used, mastery will be defined as a score of 70% or more.</p> <p>Progress will be monitored on a regular basis by the instructor in consultation with each student.</p>
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>No</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar