

CO 120
Effective Writing
3 Credits

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CO 120 Version: 23



Effective Writing

Calendar Description

This is a course in written communication focusing on effective writing skills. Course content includes paragraphs, essays, documented summaries, business letters, and letter/resume, with an emphasis on the practical application of writing.

Rationale

This is a required course for the Interior Design Technology students. Proficiency in writing is developed in a number of contexts specific to each program. To an employer, any employee is more valuable if he or she is able to write correctly and clearly.

Students can learn to produce clear, error free writing if they understand the principles involved, master those principles through practice with given sentences, and then apply the principles in their own writing.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. identify and correct common sentencng errors.
2. punctuate writing properly.
3. organize and write paragraphs, a job application letter and resume, and short essays that demonstrate competency in writing skills.
4. summarize and document researched information.

Resource Materials

Required Text:

None

Reference Text:

None

Conduct of Course

This course consists of 42 hours lecture and 3 exam hours. This is a lecture course. Lectures and assignments are sequenced in level of difficulty. Students are therefore able to develop and strengthen skills as they progress from less difficult to more difficult material.

Evaluation Procedures

The evaluation procedure will consist of the following:

Written Assignments	90%
Quizzes	<u>10%</u>
Total	100%

A minimum of six program-specific assignments include a paragraph, essay, client letter, documented summary and report, and a letter/resume.

Grade Equivalents and Course Pass Requirements

A minimum grade of C (60%) (2.00) is required to pass this course.

Letter	F	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.0

Students are penalized for late assignments at the discretion of the instructor.

All assignments and quizzes must be completed before a final grade is released for this course. No rewrites are given.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

If you do not meet the established attendance requirements, your instructor will recommend that the Registrar withdraw your from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate. *Instructors have the authority to require attendance at classes.*

Course Units/Topics

Written communication can take a variety of forms and be important in a number of different settings. In this course, the following written forms of communication are developed and practiced specific to each program:

1. the paragraph
2. documented summary
3. the essay
4. business letter
5. cover letter and resume

Each form reviews and reinforces the mechanics of English grammar including

1. punctuation
2. economy
3. parallelism
4. agreement
5. modifiers
6. spelling, capitalization, and apostrophes
7. style



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