



**English Provincial Level
(Technical and Professional English) - ENGL 091**
Access Education/Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE: May 1998
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

English 091 develops knowledge, skills, processes, strategies, attitudes and behaviours relevant to academic, technical, or professional careers. It is a provincial-level course that prepares students for employment, higher level education, further educational programs or satisfies personal goals. Students undertake a number of assignments ranging from developing, designing and presenting technical and professional information to communicating in the workplace.

Program Information: This course fulfills the requirement for the Language Arts 12 component of the BC Adult Graduation Diploma. This course also fulfills the English prerequisite for post-secondary English courses.

Delivery: This course is delivered online and in the directed studies classroom.

ABE Credits: 3

Hours for this course: 90 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours – Directed Study	90
Total	90

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Either ENGL 080, Composition 11, Literary Studies 11, English First Peoples: Literary Studies + Writing 11, English First Peoples: Literary Studies + New Media 11 or equivalent.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Finley M., & Frank D. *Communication at Work*, 4th Edition. Toronto, ON: Nelson, 2007.

Pfeiffer W.S. & J. Boogerd. *Pocket Guide to Technical Writing*. Canadian ed. Toronto, ON: Pearson, 2004.

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- recognize tone, including irony and understatement in poetry, short stories, drama or writing for technical and professional purposes;
- evaluate argument for validity, reliability, currency and objectivity;
- recognize structural elements associated with particular standard formats for technical and professional communications;
- demonstrate an awareness and understanding of the power of language in technical and professional communications; the importance of word choice and organization in furthering the problem-solving process (initiating, developing and organizing thought); and the influence of communication formats on language choices and usage;
- interact effectively in formal or informal situations;
- adjust speaking style to suit audience, purpose and situation;
- use effective presentation aids (e.g. diagrams, line drawings, overheads) to enhance communications;
- deliver a research-based oral presentation to inform or persuade and respond effectively to feedback;
- give and respond effectively to feedback during oral presentations;
- demonstrate a critical understanding of arguments;
- evaluate the effectiveness of one's own and others' written material (technical, business or informational) using criteria that include the following:
 - plain language
 - coherence and organization
 - consistency in the application of usage conventions
 - relevance to argument of supporting evidence and examples
 - appropriateness to intended purpose and audience
 - attention to detail
- summarize, make inferences, draw conclusions and critically evaluate;
- paraphrase main ideas in written material;
- distinguish between implicit and explicit messages;
- apply prior knowledge and experience to assist understanding of new material;
- use a variety of strategies and sources to gather and evaluate information, including print; use sources, library resources and the internet;
- evaluate the influences, writing style and background of particular authors in order to understand their writings;

- read and analyze the content, purpose and organization of a variety of written material used in workplace and professional situations (e.g. letters, memos, email, reports, proposals);
- interpret technical and professional information conveyed in graphic and other non-verbal;
- apply a writing process approach (pre-write, draft, revise, edit);
- produce work that demonstrates effective organization, support (e.g. examples, evidence) and sentence structure.;
- gather, evaluate, synthesize and organize information into a research report of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago);
- understand and avoid plagiarism;
- produce writing on demand (e.g. business writing, essays, exams);
- create a variety of effective technical and professional documents;
- recognize and use language-specific to technical and professional writing;
- gather information and organize it into functional writing assignments, for example, simple reports, letters and memos;
- edit own work fully for coherence and accuracy;
- monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology;
- write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations; and
- organize information and ideas to clarify thinking and achieve desired effect.

COURSE TOPICS:

1. Technical and Professional English
2. The Writing Process
3. Communicating in the Workplace
4. Process Writing and Writing Instructions
5. Researching and Referencing Information
6. Designing Documents
7. Reporting Technical and Professional Information
8. Presenting Technical and Professional Information

See instructor’s syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

EVALUATION AND ASSESSMENT:	% of Total Grade
1. Assignments/Classwork	50%
2. Research Project	
A: Written Report	20%
B: Presentation	5%
3. Final Exam – Covers the entire course	<u>25%</u>
Total	100%

Please see the instructor’s syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.