

**English – Provincial Level (Essential English) – ENGL 092**  
 Access Education/Upgrading for Academic and Career Entry

**Course Outline**

**COURSE IMPLEMENTATION DATE:** September 2004  
**OUTLINE EFFECTIVE DATE:** September 2020  
**COURSE OUTLINE REVIEW DATE:** April 2025

**GENERAL COURSE DESCRIPTION:**

Students in this course will build skills for expressing personal experiences, opinions and thoughts through a number of interesting topics. They will develop communication and critical thinking skills to prepare for some post-secondary programs, but mostly for the workforce. Students will read and reference the work of Indigenous authors and explore Canada’s diversity. All student assignments are designed to teach the essential skills needed in the workplace.

**Program Information:** This course fulfills the requirement for the Language Arts 12 Component of the BC Adult Graduation Diploma, for it is equivalent to Communications 12. This course does not fulfill the requirements necessary for post-secondary English courses.

**Delivery:** This course is delivered in a directed studies and online format.

**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	90
<b>Total</b>	90

**Practicum Hours (if applicable):**

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

**Course Outline Author or Contact:**

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Signature

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**APPROVAL SIGNATURES:**

Department Head

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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2020 – April 2025

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** Either ENGL 070, Composition 10, Literary Studies 10, New Media 11, English First Peoples: Literary Studies + New Media 11 or equivalent or permission of the instructor.

**Corequisites:** A computer course is recommended

**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:

Hoffman, Andrew, Hoffman, Catherine, Cann, Phyliss, *A Thousand Words Grammar and Writing in Context* 1<sup>st</sup> Canadian edition, Publisher: Thomson/Nelson  
ISBN 0-17-622507-2

Alexie, Sherman. *The Absolutely True Diary of a Part-Time Indian*.

*Textbooks are available in the library.*

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## LEARNING OUTCOMES:

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

### Critical and Creative Thinking

- recognize elements of clear communication;
- demonstrate organizational thought processes to solve problems;
- evaluate argument for validity, reliability, currency and objectivity;
- demonstrate an understanding of how communication formats influence language choices and usage;
- record, organize and store information read, heard or viewed;
- support a position by citing specific details from what has been read, heard or viewed;
- explore diverse perspectives to develop or modify one's point of view;
- assess one's own knowledge and use of language;
- assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias;
- analyse different presentations of the same information to reconsider positions;
- assess ways in which language reflects and influences values and behavior;

### Speaking and Listening

- 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;

### Reading, Research and Reference

- evaluate the effectiveness of one's own and others' written material (literary, 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 sources, library resources and the internet;
- interpret details in and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats;
- read articles, books, stories and poetry;

#### Written Communication

- 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;
- organize information and ideas to clarify thinking and achieve desired effect;

### **RECOMMENDED LEARNING OUTCOMES**

#### Cooperative Communication

- describe the value and limitations of collaborative work;
- collaborate and consult effectively with others in completing communications tasks through means that include: interacting confidently, assuming responsibility for roles in teams, respecting and promoting respect for the contributions of other team members, demonstrating a commitment to the team, and to project goals;
- employ advanced problem-solving skills in cooperative communication activities (e.g. cooperative team development of business proposal);
- use a variety of resources and technologies when working with others; and
- evaluate group processes and individual roles in and contributions to group processes.

These outcomes are in accordance with the articulation learning outcomes presented in the ABE Provincial Articulation Handbook.

#### **COURSE TOPICS:**

- Education
- Family
- Work
- Canada's Diverse Culture
- The Media
- Technology
- Health
- The Environment

**Within these units, the course will cover:**

Listening/Speaking:

- discussions
- presentation

Writing:

- pre-writing techniques
- paragraph development skills
- strategies for writing introductory, developing and concluding paragraphs in essays
- edit written works for mechanical and structural errors
- research project

Grammar/Mechanics:

- type of sentences (simple, compound etc.)
- fragments and run-ons
- subject–verb agreement
- pronoun agreement
- parallel structure
- misplaced and dangling modifiers
- verb tenses and active and passive voice
- standard spelling
- punctuation, capitalization

Reading:

- reading comprehension exercises/activities from articles, stories and poetry
- vocabulary development
- analyze a novel

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

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**EVALUATION AND ASSESSMENT:**

<b>Assignments</b>	<b>% Of Total Grade</b>
Unit Assignments (8)	80%
Response Journal	10%
Novel Project	<u>10%</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.*

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## 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.

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## 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.

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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## 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 endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.