

Last Revised: April 2018

### COURSE INFORMATION

**Course Title:** University Writing

**Course Number:** ENGL 099

**Credits:** 0

**Total Weeks:** 14 (Fall, Spring)  
12 (Summer)      **Total Hours:** 39

**Course Level:**     First Year       Second Year  
 New                       Revised Course  
 Replacement Course

**Department:** English

**Department Head:** B. Lord

**Former Course Code(s) and Number(s) (if applicable):** N/A

**Pre-requisites (If there are no prerequisites, type NONE):** NONE

**Co-requisite Statement (List if applicable or type NONE):** NONE

**Precluded Courses:** N/A

### COURSE DESCRIPTION

This non-credit course is intended for students whose writing skills require upgrading to the university level. Students are expected to have mastered advanced level E.S.L. reading and writing skills prior to enrolling in ENGL 099. In this course, students practice specific reading and writing skills such as interpreting, summarizing, paraphrasing and quoting. Students are also required to master complex reading material and to write frequently in and out of the classroom.

### LEARNING OUTCOMES

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

**Writing: Students will be able to produce and refine multi-paragraph technical forms of writing and research essays.**

**Students:**

- Use all the steps of the writing process effectively and develop techniques to create interesting essays as used in college writing.
- Review of basic grammar, sentence structure, punctuation uses and mechanics will enable students to write grammatically correct paragraphs and essays.
- Have skills necessary to produce well-typed papers on a computer will also be covered.
- Are also encouraged to use the following:
  1. A journal
  2. A good learners or bilingual dictionary
  3. thesaurus
  4. a writing portfolio
- Demonstrate an understanding of all forms of plagiarism; correctly use paraphrases, quotations and documentation.
- Use correct techniques for citing and referencing research sources.
- Vary written style and tone according to the purpose and form of specific written assignments.
- Write a well-supported point of view in an argumentative text and in a critical response.
- Use a range of complex structures and vocabulary in concise, well-structured sentences.

- Refine use of appropriate connectors and transition devices to create coherence and unity.
- Edit for wordiness, clarity, purpose, strength of message, length and audience.
- Identify and revise grammatical and lexical errors, and work willingly and actively to review and peer edit.

**INSTRUCTION AND GRADING**

Instructional (Contact) Hours:

Type	Duration
Lecture	39
Seminars/Tutorials	
Laboratory	
Field Experience	
Other ( <i>specify</i> ):	
Total	39

**Grading System:** Letter Grades  Percentage  Pass/Fail  Satisfactory/Unsatisfactory  Other

**Specify passing grade:** 50%

**Evaluation Activities and Weighting** (total must equal 100%)

Assignments: 20% <i>Research</i>	Lab Work: %	Participation: % <i>Specify nature of participation:</i>	Project: 20% <i>Essays</i>
Quizzes/Test: %	Midterm Exam: 20%	Final Exam: 40%	Other: %

**TEXT(S) AND RESOURCE MATERIALS**

Provide a full reference for each text and/or resource material and include whether required/not required.

There is no textbook for this course. Handouts will be provided by the instructor.

**COURSE TOPICS**

List topics and sequence covered.

Week	Topic
Week 1	Introduction to Writing, the Writing Process, Essay Format, and Critical Thinking
Week 2	Brainstorming Methods and Narrowing the Focus, Getting Ideas
Week 3	Pre-Writing Skills, Thesis & Topic Sentence, and Essay Outline
Week 4	In-Class Essay

Week 5	Different Essay Types. Introductions and Conclusions.
Week 6	Revising Weak Sentences; Empty, Padded, Boring and Vague Words
Week 7	Logic Errors and Fallacies in Sentences
Week 8	<b>Midterm</b> In-Class Essay
Week 9	Summary and Paraphrase
Week 10	Proposal Writing and Research Paper
Week 11	Citations: MLA, APA and Chicago
Week 12	Revising Common Grammar and Usage Errors
Week 13	Review Weeks 1-12, Writing Tips and Final Thoughts
Week 14	<b>FINAL EXAM</b>

### NOTES

1. Students are required to follow all College policies. Policies are available on the website at: [Coquitlam College Policies](#)
2. To find out how this course transfers, visit the BC Transfer Guide at: [bctransferguide.ca](http://bctransferguide.ca)