



# ***Written Communication***

**Instructor: Shane A. Gould**  
**GST 105 Canadian Bible College**  
**Winter Semester 1998**

## ***I. Course Objectives***

With successful completion of this course, the student should be able to demonstrate the following:

- A) Proper usage of grammatical, mechanical, and stylistic conventions of the English language.
- B) Competence in composing sentences, paragraphs, introductions, and conclusions, as well as essay theses and outlines.
- C) The ability to write a book review and two of the following kinds of essay writing: descriptive, narrative, persuasive, expository, and comparative.
- D) Proficiency in using the library and writing a research paper by established methods.

## ***II. Course Texts***

### **Required:**

Fowler, H.R. The Little, Brown Handbook. Toronto: Gage Educational Publishing Co. 1991.

Hookey, Robert. Contest: Essays by Canadian Students(2<sup>nd</sup> ed.). Toronto: Harcourt, Brace & Co. 1994.

### **Supplementary:**

Badke, William B. The Survivor's Guide to Library Research. Grand Rapids: Zondervan Publishing House. 1990.

Kirszner, Laurie and Stephen Mandell. Writing a College Rhetoric (2<sup>nd</sup> ed.). Toronto: Holt, Rinehart and Winston. 1988.

Morehead, Albert H. Roget's Thesaurus. Toronto: New American Library.

Norton, Sarah and Brian Green. The Bare Essentials (Form A. 3<sup>rd</sup> ed.). Toronto: Holt, Rinehart and Winston. 1990.

Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press. 1987.

### **III. Course Requirements & Evaluation:**

- 40% A) Students will write two two-page essays (approx. 500 words each) from the five types noted under section C of the Course Objectives, plus one book review of comparable length.
- 15% B) Write three grammar quizzes worth 5% each.
- 20% C) Write a research paper of eight to ten pages based on library research. The final grade will be based on the final product as well as preparatory work to be handed in before the due date of the final product, such as an essay outline, thesis statement, bibliography, etc.
- 25% D) Write a final examination which tests proficiency in the grammar and mechanics of the English language, as well as different essay types.

### **IV. General Information**

- A) Students are responsible to be aware of the academic regulations found in the college catalogue and in the Student Handbook, which governs this course.
- B) All papers are to be submitted at the beginning of class on the due date. Late work must be submitted to the "assignment drop-box" beside the switchboard office; the date it is received will be stamped on the assignment and it will be docked 5% of the total value per day for five days. After that time the assignment will receive a failing grade.
- C) Students registered in this course are expected to be punctual and to attend all sessions of the course. All will be required to sign a register, which records attendance.



## Written Communication – Tentative Course Schedule

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The student is required to do the following:

1. Keep one copy of every essay submitted to the instructor.
2. Include the mail-box number with his/her name on each essay.
3. Submit essays before class on the day they are due.
4. Complete reading assignments in advance of dates listed.

### January

Thurs.	8	Syllabus & Meditation on the Significance of Writing
Mon.	12	Class Canceled
Thurs.	15	Class Canceled
Mon.	19	“Language & Communication”(film) The fundamentals
Thurs.	22	Thesis & Structure
Mon.	26	Description & Narration <i>Readings: “A Touch from the East” “The Skier” “The Train Ride” “Growing Up Native”</i>
Thurs.	29	No classes – Day of Prayer

### February

Mon.	2	About Research Resources...
Thurs.	5	Research Methods Parts of Speech <b>** Essay #1 Due</b>
Mon.	9	Persuasion Co-ordination & Subordination
Thurs.	12	<i>Readings: “Mandatory Drug Testing...” “In Defense of the Secretary”</i> <b>**Grammar Quiz #1</b>
Mon.	16	Class canceled - Winterim / Intercession
Thurs.	19	Class canceled - Winterim / Intercession
Mon.	23	Class canceled - Reading Week / Intercession
Thurs.	26	Class canceled - Reading Week / Intercession

## **March**

Mon.	2	The Book Review Recognizing Phrases, Clauses, and Sentence Fragments
Thurs.	5	Research & Strategy Pronouns & Antecedents
Mon.	9	Researching the Topic Principles of Agreement <b>**Book Review Due</b>
Thurs.	12	Documentation <i>U of R Style Sheet</i> <b>**Research Topic Due</b>
Mon.	16	<b>**Grammar Quiz #2</b>
Thurs.	19	Writing Rhetoric & Quotation <b>**Thesis, Outline, Bibliography Due</b>
Mon.	23	Classes Canceled - Youth Conference
Thurs.	26	Exposition
Mon.	30	Punctuation

## **April**

Thurs.	2	Comparison & Contrast Readings: "Co-operative Games" "Violence in the Media"
Mon.	6	<b>**Grammar Quiz #3</b>
Thurs.	9	The Active & Passive Voice Parallelism <b>**Essay #2 Due</b>
Mon.	13	Diction
Thurs.	16	Review <b>**Research Essay Due</b>