

College COURSE INFORMATION FORM

Douglas College

Date: NOVEMBER, 1997

A: Division: INSTRUCTIONAL

R: Faculty: LANGUAGE, LITERATURE & PERFORMING ARTS

Revision of Course: NOVEMBER 1997
 Information Form: X

D: WORK/PAGE WRITING 19: 3

C: CMNS 216

Summary of Revisions (Date & Description):
 9/27/97: 9/27/97
 9/27/97: ABSTRACT BEHAVIOR

G: Type of Instruction: F: [] Seminar
 H: [] Course Prerequisites

H: Course Oberequisites: NONE

I: [] Clinical Experience: hrs
 J: [] Field Experience: hrs
 K: Course for which this Course is a Prerequisite

L: [] Studio: hrs
 M: [] Student Directed

N: CMNS 216

O: Maximum Class Size: 30
 P: Learning Other (specify): hrs
 Q: Total: 4 hrs

R: Transfer Credit Requested

S: Granted: X

T: College Credit Transfer: X

U: College Credit Non-Transfer: []

V: Non-Credit: []

W: SFU
 X: UVic
 Y: Other: SEE BC TRANSFER GUIDE

Z: Course Designer(s)

AA: Vice-President

AB: Faculty Year

AC: Registrar

N. Textbooks and Materials to be Purchased by Students:

de Kopple, William. Clear and Coherent Prose. Scott, Foresman and Company, 1989.

F. COURSE OBJECTIVES

y and will apply relevant theoretical concepts to Students will be introduced to composing and rhetorical theor
e production of typical workplace writing tasks, developing material in relation to context, purpose, and
dian and utilizing organizational and discourse processes to ensure readability.

NT

P. COURSE CONTENT

theory

1. Discourse T

will:

The student

examine and summarize applicable theories including, among others, those provided
University of Iowa and Iowa State University

P. Course Content (cont'd)

typical reader's response
 acquisition and retention of information
 need for visual aids

- relationship of style and organization to reader efficiency
- importance of diction

d) produce written examples

c) analyze the

Workplace Writing Conventions

The student will:

- a) examine genre and social context
- b) examine specific writing situations

Developmental & Coherence Strategies

The student will:

- a) use standard developmental strategies: comparison, contrast, analysis, and example
- b) analyze effectiveness of text in (readability) a series of exercises to be completed from Vance Knoppe's *Clear and Coherent Prose*
- c) study and practice summary strategies

Q. METHOD OF INSTRUCTION

This course will utilize a combination of lecture, group discussion, and workshops. Under the

place writing tasks for particular purposes and audiences.

will produce typical work

R. COURSE EVALUATION

Evaluation will be based on this general outline:

Summary	15%
Rhetorical Analysis	15%
Definitions by Comparison	20%
Text Analysis	15%
Instructions (Genre) Analysis	20%
Instructions Sample and Analysis	15%

100%