**ENGLISH 214: COURSE COMPONENTS (T122)**

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| **REPORT: RESEARCHING** | **15%** | ***The research process***: Library and Internet research skills; audience analysis; finding, narrowing and focusing a topic; note taking; outlining; quotation; APA references and documentation; document design.  ***Minimum four source evaluations***.  ***Progress report***: report background; thesis statement; working bibliography; preliminary two-level outline; schedule of tasks to be completed. |
| **REPORT: DRAFTING** | **15%** | ***First draft*** (10%): written in class.  ***Final revised & edited draft*** (5%): professional-looking report; minimum 1500 words; minimum six sources.  The report will be in the student’s major and linked to the theme; individual effort or, with teacher approval, collaborative. |
| **MIDTERM EXAM** | **15%** | Writing of a source evaluation: APA reference; summary paraphrase; and evaluation of a source. |
| **RECRUITMENT** | **15%** | Business letter format; ways to find a job; cover letter; cv/résumé; interviewing techniques. |
| **CORRESPONDENCE** | **10%** | 5 types of letter: inquiry, special request, complaint, adjustment (*accept*), and adjustment (*reject*); email. |
| **COURSE QUIZZES (CQ)** | **10%** | Three short-answer in-class quizzes testing understanding of the course content on Blackboard and in the course textbook. |
| **PRESENTATION SKILLS** | **10%** | Skills preparation for giving a formal PowerPoint presentation; linked to the academic report (or recruitment component). |
| **FINAL EXAM** | **10%** | Multiple-choice examination testing student understanding of the semester’s work. |