



Intensive Academic Preparation Program Outline

Program Description

In this program, you will complete activities and assessment tasks that use the same standards of English required at university level. You will develop English language and study skills that you will use throughout your university course, including skills in these four main areas listening, reading, speaking, and writing.

Program Duration

30 hours total, to be completed over 3 weeks.

Completion Requirements

Students must achieve a minimum grade of 50% on their final exams and an overall grade of 65% to pass the course.

Required Course Materials

Textbook: English for Careers: Business, Professional and Technical.

Methods of Evaluation

Students are assessed based on weighted assignments with rubrics, points evaluations, and chapter quizzes.

Delivery Methods

This program will utilize in-class instruction and distance education. In-class instruction delivers 100% of all program hours in a classroom or other setting, where instructors share the same physical space as students. Distance delivery is asynchronous, meaning students and instructors do not meet in “real time”. There is no live video lecture portion of the program, and students may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments, and discussion groups.

Learning Objectives

Upon completion of this program the successful student will have reliably demonstrated the ability to:

- Acquire the “dictionary habit” - using dictionaries regularly to improve vocabulary, word choices, spelling, and pronunciation.
- Define the eight parts of speech and their roles in forming sentences.
- Explain how words are used as different parts of speech in sentences. Identify the elements that make a complete sentence.
- Recognize independent and dependent clauses and essential and nonessential phrases in sentence.
- Follow the basic rules of forming noun plurals in your writing.
- Correctly place the apostrophe when forming possessives. Identify different types of pronouns and correctly use them in sentences.
- Expand your knowledge and use of business terminology.
- Apply rules of subject-verb agreement with singular and plural subjects.
- Identify subjects and verbs in various types of sentences and apply rules of subject-verb agreement.
- Apply commas correctly to separate a series of items or adjectives in sentences.
- Properly place commas in sentences that contain names of locations and people, dates, and quotations.
- Use quotation marks correctly when quoting the words of others.
- Write complete sentences and avoid fragments and comma splices.
- Write clearly and concisely and improve the style of your writing.
- Correctly apply the rules of capitalization, abbreviations, and numbers when editing and proofreading your writing.

Admission Requirements

Completion of Grade 12 or a minimum 18 years of age.