

## **Essential Outcomes – Workplace Preparation – ENG 3E**

- read and demonstrate an understanding of a variety of informational and literary texts from Canada and other countries, with an emphasis on identifying and explaining information, ideas, and issues
- demonstrate an understanding of the elements of a variety of forms of fiction, non-fiction, drama, poetry, and informational material
- identify elements of style in a variety of informational and literary texts, focusing on how the elements contribute to clear and accurate communication
- understand the meaning of texts
- describe how elements of specific forms influence meaning in informational texts & literary texts and use the forms appropriately in their own writing
- understand the elements of style
- describe the different types of language used to convey information and express opinion and emotions in a variety of texts
- describe the rhetorical and literary devices and explain how the devices clarify and enhance the meaning and impact of the works
- revise their written work, collaboratively and independently, with a focus on accuracy of information and clear expression
- edit and proofread to produce final drafts, using correctly the grammar, usage, spelling and punctuation conventions of standard Canadian English, as specified for this course, with the support of print and electronic resources when appropriate
- generate ideas, gather information & organize in written work
- cite researched information, ideas, and quotations in a consistent and ethical manner according to acceptable research methodology
- produce, format, and publish written work, using appropriate technology to share writing with intended audiences
- compare their current writing skills with those required in a variety of workplace situations and occupations and identify goals for a improvement

- use knowledge of vocabulary and language conventions to read, write, and speak competently, with a focus on identifying and selecting appropriate diction and syntax in personal, creative, and workplace-related communications
- use listening techniques and oral communication skills to participate in classroom discussions and more formal activities, with a focus on using specialized language appropriately in oral reports, role-playing, and other presentations
- develop listening and speaking skills
- analyze and create media works