

## **COURSE DESCRIPTION**

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Prerequisites: acceptable placement scores, or completion of Reading 100 and English 100 with a grade of C or better.)

## **REQUIRED TEXTBOOK**

Technical Communications, 10<sup>th</sup> edition, by Lannon.

## **LEARNING OUTCOMES**

1. Students will be able to write grammatically and mechanically correct sentences and paragraphs.
2. Students will be able to use correct diction.
3. Students will be able to access research information.
4. Students will be able to write and prepare appropriate business communications.

## **COURSE REQUIREMENTS**

1. Word-process all assignments.
2. Follow all guidelines and models presented when preparing assignments.

## **COLLEGE AND CLASS POLICIES**

1. Students are required to prominently display **name badges**. Students who fail to do so will be dismissed from class.
2. Should a student leave before class is dismissed, it will count as an **absence**. Should a student be habitually tardy, he/she will be warned; afterwards, each tardy will count as an **absence**.
3. Students are reminded of College Policy regarding **cell phones, beepers, pagers, etc.**; all must be turned off upon entering class and must remain off and remain unseen during class.
4. Students are reminded of the College Policy regarding **Academic Dishonesty** as outlined in the College Catalog. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of O/F on that assignment.
5. **Students with disabilities** are encouraged to contact the Vice-President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. As outlined in the College Catalog, the Vice-President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs.
6. **Late writing assignments will be penalized ten points per class meeting.**
7. All original, graded work will be kept by the instructor and will be available for review by the student upon request.

8. In order **to make-up a test or quiz**, the student **must** contact the instructor **before** the assessment is given; then, he/she must provide a written, verifiable excuse upon his/her return to class. Make-up will then be given at the earliest possible date. **Should the student be late for a quiz or fail to follow the above procedure, the student will receive a 0 on that assessment.**

### **ATTENDANCE AND WITHDRAWAL POLICIES**

**College policy** states that for a MWF class no more than nine classes may be missed, for a TTh class no more than six classes may be missed, and for an evening class no more than three classes may be missed--*regardless of excuse*. **After the excessive absence, the student will be dropped from the course with an F.**

Withdrawals with a grade of *W* will be awarded until two weeks before the semester's end. **No withdrawals are permitted 2 weeks before the semester's end.**

### **COLLEGE – WIDE STUDENT COMPETENCY**

From the English Department: Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

### **COURSE EVALUATION AND GRADING SCALE**

90 – 100 – A            89 – 80 – B            79 – 70 – C            69 – 60 – D    below 60 – F

Assignment 1 (Letter/Memo Writing)		15 %	
Assignment 2 (Resume with Cover Letter)		15 %	
Assignment 3 (Designing Graphs, Charts)		10 %	
Assignment 4 (Short Report with Research)		30 %	
Oral Presentation (during Final Exam period)		10 %	
Quizzes (grammar review)		20 %	
To determine final grade, multiple each grade by its value (percentage), then enter that raw score in the right column. At the end of the semester, add all raw scores down the right column.			

## **Tentative Semester Outline**

Effective Workplace Communication: The Role of Audience and Ethics in Workplace Communication (Chapter 1: pages 3 – 35)

Workplace Communication: Letters, Memos, and E-mail (Chapter 4: pages 119 – 185)

Paragraphing (pages 723 – 724)

Effective Writing: Following the Writing Process (Chapter 2: pages 41 – 70)

### **Assignment 1**

Resume and Cover Letter Writing (Chapter 7: 241 – 285)

### **Assignment 2**

Page Design (from Chapter 12: 502 – 551)

Designing Visuals, Graphs, Charts (Chapter 11: 445 – 497)

### **Assignment 3**

### **Assignment 4**

Short Reports (Chapter 15: 629 – 661)

Research Skills (Chapter 8: 293 – 344)

MLA Documentation (Chapter 9: 351 – 368)

### **Assignment 5**

Effective Oral Presentations (Chapter 17: 701 – 721)

### **Oral Presentations**