Division: Humanities
Area: English
Course Number: 101
Course Name: Written and Oral Communication
Prerequisites: NONE
Corequisite: NONE
Hours Required: Class: 45   Lab: 0   Credits: 3

Course Description/Purpose

This course is designed to prepare students for writing and speaking in career programs and academic settings. It helps students develop their written and oral communication skills with the emphasis on writing.

Major Units

- Developing and improving skills in writing coherent, logical expository paragraphs and short themes using standard, edited English grammar and usage
- Developing and improving skills in organizing and delivering speeches for class presentation
- Developing and improving appropriate grammar, punctuation, sentence variety, and at the instructor's option, vocabulary

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to Identify/Recognize...

- the characteristics of standard English grammar and usage
- the characteristics of effective topic and thesis sentences
- the characteristics of introductory, developmental, and concluding paragraphs
- proper speech organization and presentation techniques

Performance Each student will be expected to Demonstrate/Practice...

- the ability to write paragraphs and short essays using standard English grammar, punctuation, sentence
- variety, vocabulary, and other identified writing skills.
• the ability to organize and deliver speeches for class presentation using the appropriate format

**Attitudinal**  
Each student will be expected to *Believe/Feel/Think.* . .

• *he or she has a greater confidence in communicating more effectively in writing and in speaking*

• *that effective use of the language contributes to personal and career success*

LJC/pf—5/04