

## COURSE INFORMATION

COURSE PREFIX/NO:       **ENG 155**  
COURSE TITLE:           **Communications I**  
LEC HRS/WEEK:           3.0  
LAB HRS/WEEK:           0.0  
CREDIT HRS/SEMESTER:  3.0

[Distance Learning Attendance/VA Statement](#)  
[Textbook Information](#)

### **Resources/references:**

Library orientation tour and computer workshop, Anne Springs Close Library.

### **Course description:**

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

### **Course competencies:**

To complete this course successfully, a student will be able, in oral and written expression, to

1. employ the standard use of English.
2. analyze audience and situation so as to employ appropriate tone, style, diction, and point of view.
3. organize ideas logically.
4. proofread, revise, and edit work to eliminate major sentence faults and usage errors, including spelling, punctuation, grammar, and usage.
5. use library resources.
6. summarize, paraphrase, quote, and document source material.

### **Minimal standards:**

A minimal grade average of C (70%) is required in order to enroll in any higher-level English course.

### **Course requirements:**

*Attendance:* Students are responsible for attending all scheduled class meetings and for all material covered and all assignments. Any student who is not in attendance the required 80% of scheduled class time will be withdrawn. Absences are counted from the first scheduled class.

Ordinarily, late arrivals or early departures of fewer than 10 minutes constitute a tardy. Three tardies constitute one absence. Late arrivals or early departures of more than 10 minutes constitute an absence.

*Withdrawal from class:* A student may withdraw from the class after the add/drop period until midterm and receive a grade of W. After midterm, the student must contact the instructor to have a Request for Withdrawal form completed. A grade of W or WF at the time of withdrawal will be determined by the situation or reason for withdrawal.

*Assignments:* The course requires a minimum of three major writing assignments, a documented investigative report on an approved career, an oral presentation, a midterm in-class writing, a midterm grammar test, and a final in-class writing. Each instructor will provide specific guidelines for his or her class.

*Late or missed assignments:* Any approved make-up, late, or revised work must be completed in a designated time and manner as directed by the instructor. An instructor may choose not to accept late or missed work or may limit the maximum credit allowed.

*Other academic assistance or requirements:* Any student who demonstrates an area of weakness or need for additional help may contact the instructor, Student Services, the area tutor, or the LAC Computer Lab.

*Academic Integrity:* Academic dishonesty includes using another's work without giving credit to the source and cheating of any type. "Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action" (York Technical College Handbook and Catalog).

*Evaluation strategies/grading:* English 155 approaches writing as a process; therefore, student work will be evaluated on process and progress as well as on the finished product. To receive credit for any assignment, the student must complete all preliminary work in the order and manner required by the instructor. Writing assignments may be weighted more heavily as the term progresses.

Writing will be judged on organization, logic coherence, and content development, as well as correct grammar, spelling usage, and punctuation.

Module I = 10%  
Module II = 15%  
Module III = 10%  
Module IV = 20%  
Module V = 10%  
In-class midterm writing = 10%  
Midterm (grammar test) = 10%  
Final (in-class writing) = 15%

### **Grading Scale**

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

**Entry-level skills:** A student should be able to demonstrate mastery of the competencies of English 100 and Reading 100.

**Prerequisites:** English 100 and Reading 100 with a minimum grade of C or test score equivalent.

**Co-requisites:** None

**Methods of instruction:** The class is taught using a wide variety of instructional methods.

**Topic/content outline:** The course covers the following areas:

## **Module I: Communication Foundations**

1. Recognize the importance of purpose/problem/audience.
2. Use basic grammar, punctuation, and sentence structure by applying standard rules.
3. Avoid language that stereotypes or shows insensitivity to workforce diversity.
4. Recognize barriers to communication.
5. Identify the characteristics, advantages and disadvantages of oral and written channels of communication.
6. Identify and employ the three-phase writing process by planning, drafting and revising.
7. Proofread work to eliminate errors.
8. Use summary writing skills.

## **Module II: Written Workplace Communications**

1. Employ the reader-centered approach to any communication
2. Identify the proper formatting of a memo, e-mail, full-block letter, and modified block letter.
3. Write effective memos and e-mails.
4. Recognize the importance of etiquette.
5. Identify and use correctly all parts of a letter.
6. Identify and use direct and indirect patterns for memo and letter writing.
7. Revise and edit for correct and effective writing.
8. Identify different reports and their purposes.

## **Module III: Employment Communications**

1. Write a cover letter and a resume.
2. Identify and use various related correspondence such as the follow-up letter, reference letter, and application request letter.
3. Identify interviewing strategies.

## **Module IV: Research and Application**

1. Identify the components of a formal report.
2. Use note-taking skills and source cards.
3. Evaluate sources, making use of SCOIS.
4. Cite sources using MLA format.
5. Report findings from researched report orally and in writing.

## **Module V: Collaborative Communications**

1. Plan and participate in productive meetings: before, during and after.
2. Recognize the importance of teamwork skills in written and oral projects.
3. Recognize the significance of making and receiving productive telephone calls.
4. Recognize the importance of making and responding to effective voice mail.