

## Written and Oral Communications

### Course Description

This course covers fundamental reading, writing, and communication skills.

Prerequisites: None (Noncredit course: 45 lect/pres hrs, 45 lab hrs, 45 other hrs)

### Course Focus

Fundamental writing, reading, and communication skills are refined and enhanced. The course will focus on effective writing, speaking, reading, intrapersonal, and interpersonal communication for educational, occupational and personal endeavors. Instructional delivery will be enhanced by computer technology.

### Text and References

Effective Speech Communication. Third Edition. Richard W. Clark and Barbara L. Clinton. Glencoe: New York. 1994.

### Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (\*designates a CRUCIAL goal)

1. (6) define listening (2.1)
2. (6) list listening types (2.2)
3. (6) list poor listening habits (2.3)
4. (6) define hearing (2.1)
5. (6) contrast hearing/ listening processes (2.1)
6. (6) compare hearing/ listening processes (2.1)
7. (10) define communication (1.1)
8. (10) explain communication (1.1)
9. (10) list communication needs (1.3)
10. (10) classify communication examples (1.2)
11. (10) list communication types (1.2)
12. (10) identify communication types (1.2)
13. (10) list non-verbal communication types (1.10)
14. (10) define non-verbal communication (1.10)
15. (10) analyze non-verbal communication types (1.10)
16. (10) define interpersonal communication (1.11)
17. (10) compare interpersonal/ impersonal communication (1.11)
18. (26) analyze friends/family interpersonal communication (1.14)
19. (10) define impersonal communication (1.11)
20. (10) define intercultural communication (1.15)
21. (10) contrast interpersonal/ impersonal communication (1.11)
22. (10) demonstrate intercultural/ interpersonal communication connections (1.15)
23. (24) define self- disclosure (1.12)
24. (10) assess self-disclosure communication (1.12)
25. (10) describe communication barriers (1.25)
26. (10) analyze communication misconceptions (1.4)
27. (30) apply appropriate spelling rules (3.5)
28. (30) apply appropriate punctuation rules (3.5)
29. (30) apply appropriate capitalization rules (3.5)
30. (30) apply editing rules (3.5)
31. (30) apply writing techniques (4.2)
32. (30) apply writing process stages (4.2)

33. (51) utilize available electronic technology (3.2)
34. (35) develop thesis statement (3.5)
- 35.\* (44) develop expository essay (3.5)
36. (44) describe effective speech habits (2.9)
37. (44) compare informative/ demonstrative/ persuasive speeches (2.7)
38. (44) contrast informative/ demonstrative/ persuasive speeches (2.7)
39. analyze speech audience (2.5)
- 40.\* (44) select speech topic (2.4)
41. (44) organize written speech (2.7)
42. (44) develop supporting speech ideas (2.6)
43. (44) prepare speech visual aid (2.15)
- 44.\* (44) deliver speech (2.17)
45. (44) critique speech (2.22)
46. categorize reading strategies (4.1)
47. (48) prepare oral reading (1.22)
48. deliver oral reading (1.22)
49. (51) list debate components (2.22)
50. (51) conduct debate topic research (4.1)
51. demonstrate debate skills (2.21)
52. (62) describe stage fright (2.9)
53. (54) define improvisation (1.23)
54. perform improvisation (1.23)
55. (62) develop fictional character (1.24)
56. compose fictional story (1.20)
57. (56) tell fictional story (1.20)
58. (62) demonstrate dramatic radio voice (1.17)
59. (62) demonstrate dramatic radio sound effects (1.17)
60. (62) describe television history (1.16)
61. (62) describe radio history (1.16)
62. perform dramatic role (1.24)
63. (64) list memo components (3.1)
64. prepare memo (3.1)
65. (66) describe brochure components (3.9)
66. design brochure (3.9)
67. (68) list newsletter components (3.11)
68. design newsletter (3.11)
69. (70) list business letter components (3.3)
70. prepare business letter (3.3)
71. (72) list written report components (3.5)
72. prepare written report (3.5)
73. (74) describe interview skills (2.10)
74. utilize interview skills (2.12)
75. (76) differentiate thinking skills (1.6)
76. analyze thinking patterns (1.6)
77. explain perception (1.6)
78. (77) explain perceptions formation (1.6)
79. (81) define self-concept (1.5)
80. (81) explain self-concept (1.5)
81. explain self-concept development (1.5)
82. (83) define conflict (6.1)
83. explain conflict sources (6.1)
84. (83) define conflict resolution (6.2)
85. (83) list conflict resolution types (6.2)
86. define paralanguage (1.9)
87. (26) analyze paralanguage communication (1.9)
88. compare multicultural speech pattern (1.26)

- 89. (88) contrast multicultural speech patterns (1.26)
- 90. (93) define literary devices (4.1)
- 91. (93) interpret literary devices (4.1)
- 92. (93) interpret author's ideas/emotions (4.1)
- 93. define course terminology (4.2)

### **Student Contributions**

Students will participate in a variety of experiences including, but not limited to, reading, writing, speaking, group work, speaking activities, testing, computer enrichment activities, and independent work.

## ADDENDUM A

### PERFORMANCE OBJECTIVES

6. The student will not be allowed references. The student will compare hearing/ listening processes. Performance will be satisfactory if processes are compared and the comparison is consistent with course text and class discussion and both processes is/are compared in one class period and comparison conforms to text and discussion for one semester. The following Content Goals are related to this PO: 1, 2, 3, 4, 5, 6.
10. The student will be allowed references. The student will classify communication examples. Performance will be satisfactory if examples are classified and the classification is consistent with course text and all examples are classified in time to be determined by the teacher and classification conforms to course text for one semester. The following Content Goals are related to this PO: 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 19, 20, 21, 22, 25.
15. The student will be allowed references. The student will analyze non-verbal communication types. Performance will be satisfactory if types are analyzed and the analysis is consistent with course text and all types are analyzed in one class period and analysis conforms to course text and class discussion for one semester.
24. The student will be allowed references. The student will assess self-disclosure communication. Performance will be satisfactory if communication is assessed and the assessment is consistent with course text and class discussion and appropriate communication is assessed in two class periods and assessment conforms to text guidelines for one semester. The following Content Goals are related to this PO: 23, 24.
26. The student will be allowed references. The student will analyze communication misconceptions. Performance will be satisfactory if misconceptions are analyzed and the analysis is consistent with course text and class discussion and all misconceptions are analyzed in a class period and analysis conforms to concepts covered for one semester. The following Content Goals are related to this PO: 18, 26, 87.
30. The student will be allowed references. The student will apply editing rules. Performance will be satisfactory if rules are applied and the application is consistent with course text and appropriate rules are applied in written assignments and application conforms to course text for one semester. The following Content Goals are related to this PO: 27, 28, 29, 30.
31. The student will be allowed references. The student will apply writing techniques. Performance will be satisfactory if techniques are applied and the application is consistent with course text and teacher lecture and appropriate techniques are applied in one class period and application conforms to material covered for one semester.
32. The student will be allowed references. The student will apply writing process stages. Performance will be satisfactory if stages are applied and the application is consistent with course text and teacher lecture and all stages are applied in all writing assignments and application conforms to course content for one semester.
35. The student will be allowed references. The student will develop expository essay. Performance will be satisfactory if essay is developed and the development is consistent with course text and teacher lecture and the essay is developed in a time to be determined by the teacher and development conforms to course text and teacher lecture for one semester. The following Content Goals are related to this PO: 34, 35.

39. The student will not be allowed references. The student will analyze a speech audience. Performance will be satisfactory if the audience is analyzed and the analysis is consistent with the course text and class discussion and each speech audience is analyzed in a class period and analysis conforms to course text and class discussion for one semester.
44. The student will be allowed references. The student will deliver a variety of speeches. Performance will be satisfactory if speeches are consistent with course text and teacher lecture and all speeches are completed in a time to be determined by the teacher and speeches conform to course text and teacher lecture for one semester. The following Content Goals are related to this PO: 36, 37, 38, 40, 41, 42, 43, 44, 45.
46. The student will not be allowed references. The student will categorize reading strategies. Performance will be satisfactory if strategies are categorized and the categorization is consistent with course text and teacher lecture and all strategies are categorized in a time to be determined by the teacher and categorization conforms to course text and teacher lecture for one semester.
48. The student will be allowed references. The student will deliver oral reading. Performance will be satisfactory if reading is delivered and the reading is consistent with course text and demonstrations and all readings are delivered in a time to be determined by the teacher and reading conforms to course text and demonstrations for one semester. The following Content Goals are related to this PO: 47, 48.
51. The student will be allowed references. The student will demonstrate debate skills. Performance will be satisfactory if skills are demonstrated and the demonstration is consistent with course text, class discussion, and teacher lecture and appropriate skills are demonstrated in a time to be determined by the teacher and demonstration conforms to text, discussion, and lecture for one semester. The following Content Goals are related to this PO: 33, 49, 50, 51.
54. The student will be allowed references. The student will perform an improvisation. Performance will be satisfactory if improvisation is consistent with course text and teacher/class demonstration and all improvisations are in a time to be determined by the teacher and improvisation conforms to text and demonstrations for one semester. The student will perform improvisation. Performance will be satisfactory if. The following Content Goals are related to this PO: 53, 54.
56. The student will be allowed references. The student will compose fictional story. Performance will be satisfactory if story is composed and the story is consistent with course text and class discussion and the story is composed in an appropriate time period and story conforms to course text and class discussion for one semester. The following Content Goals are related to this PO: 56, 57.
62. The student will be allowed references. The student will perform dramatic role. Performance will be satisfactory if role is performed and the performance is consistent with course text and class discussions/demonstrations and the role is performed in a time to be determined by the teacher and performance conforms to text/demonstrations/discussion for one semester. The following Content Goals are related to this PO: 52, 55, 58, 59, 60, 61, 62.
64. The student will be allowed references. The student will prepare a memo. Performance will be satisfactory if memo is consistent with course text and prepared in a time to be determined by the teacher and preparation conforms to course text for one semester. The following Content Goals are related to this PO: 63, 64.
66. The student will be allowed references. The student will design brochure. Performance will be satisfactory if brochure is designed and the design is consistent with course text and a brochure is designed in a time to be determined by the teacher and design conforms to course text for one semester. The following Content Goals are related to this PO: 65, 66.

68. The student will be allowed references. The student will design newsletter. Performance will be satisfactory if newsletter is designed and the design is consistent with course text and the newsletter is designed in a time to be determined by the teacher and design conforms to course text for one semester. The following Content Goals are related to this PO: 67, 68.
70. The student will be allowed references. The student will prepare a business letter. Performance will be satisfactory if business letter is prepared and preparation is consistent with course text and the letter is prepared in a time to be determined by the teacher and preparation conforms to course text requirements for one semester. The following Content Goals are related to this PO: 69, 70.
72. The student will be allowed references. The student will prepare a written report. Performance will be satisfactory if report is written and the report is consistent with course text and teacher lecture and the report is written in a time to be determined by the teacher and the report conforms to course text and teacher lecture for one semester report. The following Content Goals are related to this PO: 71, 72.
74. The student will be allowed references. The student will utilize interview skills. Performance will be satisfactory if skills are utilized and the utilization is consistent with course text and teacher lecture and interview skills are utilized in a time to be determined by the teacher and utilization conforms to text and lecture for one semester. The following Content Goals are related to this PO: 73, 74.
76. The student will be allowed references. The student will analyze thinking patterns. Performance will be satisfactory if patterns are analyzed and the analysis is consistent with teacher lecture and course text and all patterns are analyzed in one class period and analysis conforms to class presentation for one semester. The following Content Goals are related to this PO: 75, 76.
77. The student will not be allowed references. The student will explain perception. Performance will be satisfactory if perception is explained and the explanation is consistent with course text and the perception is explained in one class period and explanation conforms to course text for one semester. The following Content Goals are related to this PO: 77, 78.
81. The student will not be allowed references. The student will explain self-concept development. Performance will be satisfactory if development is explained and the explanation is consistent with course text and teacher lecture and the development is explained in a time to be determined by the teacher and explanation conforms to course text and teacher lecture for one semester. The following Content Goals are related to this PO: 79, 80, 81.
83. The student will be allowed references. The student will explain conflict sources. Performance will be satisfactory if sources are explained and the explanation is consistent with course text and class discussion and all sources are explained in a time to be determined by the teacher and explanation conforms to course text and class discussion for one semester. The following Content Goals are related to this PO: 82, 83, 84, 85.
86. The student will not be allowed references. The student will define paralanguage. Performance will be satisfactory if paralanguage is defined and the definition is consistent with course text and paralanguage is defined in one class period and definition conforms to course text for one semester.
88. The student will be allowed references. The student will compare multicultural speech patterns. Performance will be satisfactory if patterns are compared and the comparison is consistent with course text and teacher lecture and all patterns are compared in one class period and comparison conforms to course text and teacher lecture for one semester. The following Content Goals are related to this PO: 88, 89.

93. The student will not be allowed references. The student will define course terminology. Performance will be satisfactory if terminology is defined and the definitions are consistent with course text and terminology that is determined by the teacher is defined in a time to be determined by the teacher and definitions conform to course text for one semester. The following Content Goals are related to this PO: 90, 91, 92, 93.

***Developed/Revised: 05-10-2004***