

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ENG 137

Credits: 3

Course Title: Communication Processes I

Course Description: Covers content, form, and procedures for research writings, which may include reports, articles, summaries, essays, and correspondence. Stresses editing, proofreading skills, sentence structure, and paragraph development. Offers instruction and practice in oral communication skills. May use reading selections for discussions and writing assignments. Prerequisite: departmental placement recommendation. ENG 4 is a prerequisite or a co-requisite if recommended by placement test. Lecture 3 hours per week.

General Course Purpose: ENG 137 provides students who are entering technical occupations an opportunity to learn the specific styles and forms of writing and speaking appropriate to their job.

Course Prerequisites and Co-requisites:

Prerequisite: Departmental placement recommendation.

Prerequisite or Co-requisite: ENG 4 is a prerequisite or a co-requisite if recommended by placement test.

Course Objectives:

Upon completing the course, the student will be able to

- a. Learn and apply the skills involved in technical writing;
- b. Learn and apply the skills involved in research and formal report writing; and
- c. Learn and apply the skills involved in giving effective oral presentations.

Major Topics to Be Included:

- a. Grammar and mechanics applicable to technical writing;
- b. Methods of research
- c. Letters
- d. Definition and analysis
- e. Description
- f. Report format
- g. Presentation of reports

Effective Date of Course Content Summary: February 13, 2009