

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: ENG 137

Credits: 3

Course Title: Communication Processes I

Course Description (including lecture hours, lab hours, total contacts)

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. 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/Corequisites (*Entry-level competencies **required** for enrollment*)

Departmental placement recommendation. ENG 4 is a prerequisite or a corequisite if recommended by placement test.

Course Objectives (Each item should complete the following sentence.)

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;
- 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 (Month, Date Year): February 13, 2009