

HS 1130 COMMUNICATIONS

Fall 2006

MW 8:30-9:50

Instructor Sally Jones
Office E401, Phone 539-2235
Office Hours by appointment

Text The Bare Essentials Plus. Second Edition.

Materials Dictionary
A binder or folder for handouts and plenty of paper

Course Description Course work will include lecture, in-class activities, writing assignments, group work, role play, presentations, and quizzes/exams. In preparation for each class, students will be responsible for assigned readings and practice exercises.

Course Objective Our goal is to improve communication skills, both written and oral, by mastering a variety of writing and speaking challenges and thoroughly reviewing the mechanics of grammar and style.

Grading Writing assignments 30%
Research Essay 20%
Presentation 10%
Participation 10%
Quizzes/Exams 30%

Class Format The readings on the outline are to be read in preparation for the class date by which they are listed. Use the exercises within each reading as practice; check your work with the answers in the back of the text, and if you need more practice, do more. This procedure will help you succeed on each day's quiz. Don't let the idea of a quiz scare you. There will be a review of the material, as well as time for questions from the homework, before each quiz. After this portion of class time, there will be a variety of interactive activities, including writing assignments, role play, and discussions.

Class Policy Late assignments will be penalized and missed quizzes will not be made up, except in the event of illness or an emergency absence. **Always** talk to me if you need to be absent, or if your circumstances cause you to fall behind in class. It is the responsibility of the student to keep up with all assigned work, either reading or writing. Being prepared for class is expected, even after an absence. For backup, look around the room, select one or two reliable looking people, and exchange phone numbers.