English 290   Classroom Communication Skills
Credit Hours: 3
Scheduled hours per week
          Lecture: 3
          Lab: NA
          Other: NA

Catalog Course Description: A review of both verbal and written communication skills needed by public school teachers with an emphasis on basic grammar and effective speaking (Individualized as much as possible)

  Pre-requisites: Geared toward, but not limited to, education majors**.**

  Co-requisites: None

Course Learning Outcomes:
At the conclusion of English 290, students should be able to do the following:

1. **Communicate orally with their students, their students' parents, their colleagues, and their administrators.**
    ● Give clear directions.
    ● Present themselves credibly through appropriate vocabulary.
    ● Control tone and meaning.
    ● Maintain control of the classroom in a pleasant manner.

2. **Communicate in written form with their students, their students' parents, their colleagues, and their administrators.**
    ● Write clear instructions.
    ● Write clear, concise, accurate memos/letters/reports/announcements.

3. **Communicate non-verbally with their students, their students' parents, their colleagues, and their administrators.**
    ● Listen/Hear/Remember
    ● Eliminate barriers to listening
    ● Control facial expressions, gestures, body movements

    CLO Assessment Methods: Instructors will choose from assignments that will include a combination of writing, tests, presentations, and class participation.

  Topics to be studied:
  1. Characteristics
     ● Voice
     ● Person
     ● Tense
     ● Case
     ● Number
     ● Tone
     ● Sentence Patterns/Diagramming

- ● Gender
- ● Punctuation
2. Dictionary Usage
3. Computer Usage
4. Vocabulary

Relationship of Course to Program Learning Outcomes (PLO) or Institutional Learning Outcomes:
(For Program Courses, indicate outcomes taught in this course that relate to program outcomes) (For Foundational Learning or Reinforcement Learning Courses, indicate the approved Institutional Learning Category, the Institutional Learning Outcomes, and the related course outcomes)

Check if approved as: □ Foundational Learning Course   □ Reinforcement Learning Course

Special projects or requirements of the course: Instructor's choice based upon diagnosis

Additional information: Use of tutoring in the Tutoring Center, audio-visual
materials, software, etc. as deemed necessary by the instructor.

Prepared by: The English Faculty

Date: November 5, 2021