

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** ESLP 9430

**Course Title:** Communication Improvement, Level 5

**Course Description:** Designed for students who have a high intermediate to advanced speaking, reading and writing skills. Focus on techniques necessary for successful job performance. Explore various reference sources and practice proofreading techniques to assist with on-the-job training.

**Suggested Course Prerequisite(s):** Communication Improvement, Level 4

**Course Resources:** Textbook;

#### **Student Learning Outcomes:**

1. Display a basic understanding of American English grammar for use in business and industry-related settings.
2. Display a basic understanding of phrasal verbs, gerunds, and infinitives.
3. Display a basic understanding of cleft sentences with what.
4. Display an understanding of compound and superlative adjectives.
5. Display an understanding of reporting clauses, adverbs, and double comparatives.
6. Display an understanding of relative pronouns and the placement of direct and indirect objects.
7. Display an understanding of subject-verb agreement.
8. Display an understanding of indefinite and definite articles.
9. Display an understanding of subject-verb inversion in conditional sentences.

**Certification Notes:** Not a certificate course.

#### **Next course recommendation:**

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

- Session 1:** Introductions/Syllabus  
**Session 2:** Unit 1—The best of friends  
**Session 3:** Unit 1—Make new friends, but keep the old...  
**Session 4:** Unit 2—The way we dress  
**Session 5:** Unit 2—How we appear to others  
**Session 6:** Unit 3—Good science, bad science  
**Session 7:** Unit 3—Technology and you  
**Session 8:** Review Units 1-3  
**Session 9:** Unit 4--Superstitions.  
**Session 10:** Unit 4—Believe it or not  
**Session 11:** Unit 5—Television  
**Session 12:** Unit 5—Trends in reading  
**Session 13:** Unit 6—A world of music  
**Session 14:** Unit 6—Getting your big break  
**Session 15:** Review Units 4-6  
**Session 16:** Unit 7—Lifestyles in transition  
**Session 17:** Unit 7—Preserving the past  
**Session 18:** Unit 8—What's new on the market?  
**Session 19:** Unit 8—Consumer awareness  
**Session 20:** Unit 9—Animals in our lives  
**Session 21:** Unit 9—People and their pets  
**Session 22:** Review of Units 7-9  
**Session 23:** Unit 10—Communication skills  
**Session 24:** Unit 10—Natural language  
**Session 25:** Unit 11—High achievers  
**Session 26:** Unit 11—People we admire  
**Session 27:** Unit 12--Entrepreneurs  
**Session 28:** Unit 12—The new worker  
**Session 29:** Review Units 10-12  
**Session 30:** Review, Evaluation of instruction

**Course**

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.