

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
ENG 100 - BASIC OCCUPATIONAL COMMUNICATION (3 CR.)**

Course Description

Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week.

General Course Purpose

- a) To develop the student's ability to develop various types of writings appropriate for business applications.
- b) To develop the student's ability to comprehend readings relevant to business situations.
- c) To develop the student's abilities to present short oral presentations on business relate topics.
- d) To develop writing and speaking skills that will prepare the student for a job Interview.

Course Prerequisites/Co-requisites

A qualifying English Placement Testing score for ENG 100 or equivalent.

Course Objectives

Upon completion of the course, the student will be able to:

- Compose in an appropriate occupational writing style for the audience and the
- Writing situation
- Demonstrate an ability to write in a variety of formats appropriate for occupational
- Writing, such as memoranda, letters, and short proposals
- Demonstrate an ability to read, comprehend, and summarize readings related to
- Various occupations
- Demonstrate an ability to present material in short oral presentations
- Demonstrate an ability to develop a letter of application and a resume appropriate for seeking employment
- Demonstrate oral communication skills appropriate for a job interview

Major Topics to be Included

- Editing for sentence structure errors
- Editing for grammar problems
- Editing for punctuation errors
- Distinguishing between inductive and deductive organization
- Understanding the effect of audience on writing
- Working on collaborative assignments