English Communications

PLATO Tutorials: English & Communications

NOTE: ALL TUTORIALS ARE ACCESSED BY THE FOLLOWING:

- SIGNING INTO PLATO
- CLICK ON LEARNING RESOURCE TOOLS
- CLICK ON PLATO LIBRARY OF LEARNING RESOURCES
- CLICK ON TO THE APPROPRIATE LESSON

COMM 120 Presentation Techniques

1. Communication—each lesson with tutorial, application, mastery
   - Interpersonal Communication
     - The context of communication
     - Listening for Comprehension
     - Listening for Comprehension
     - Listening for Interpretation

2. Presentations—each lesson with tutorial, application, mastery
   - A speaker's preparation
   - Attitude in delivery
   - A speaker's tools
   - Action in deliver
   - Information in presentations
   - Reasoning in presentations

COMM 313 Small Group Communication

1. Communication-- each lesson with tutorial application/mastery
   - Small Group Communication
     - Working on a team
     - Resolving team disagreements
     - Participating in a meeting
     - Preparing a meeting agenda
     - Leading a meeting

ENGL 111 English Composition

1. Advanced Reading Strategies
   - A reading strategy
     - Finding the resources
     - Asking questions
     - Finding answers
     - Preparing for review
     - Putting it all together
   - Building reading skills
     - Building your vocabulary
     - Reading to remember
     - Doing your best on reading tests
   - Reading Social Sciences
- Building your social sciences vocabulary
- Understanding the social sciences
- A strategy for reading the social sciences
  --- Practices 9-14 ---
  o Reading Literature
    - Building your literary vocabulary
    - Understanding literature
    - A strategy for reading literature
      --- Practices 9-14 ---
  o Reading History
    - Building your history vocabulary
    - Understanding history
    - A strategy for reading history
      --- Practices 9-14 ---
  o Reading Science
    - Building your science vocabulary
    - Understanding science
    - A strategy for reading science
      --- Practices 9-14 ---

2. Reading for Information
  o Reading reference and technical material
    - Using a table of contents
    - Using a glossary
    - Using an index
    - Finding what you need in a book
    - Using 2 or more references
    - A strategy for reading reference material

3. Writing Series
  o Grammar Series
    - Parts of speech 1
    - Parts of speech 2
  o Mechanics Series
    - Capital letters and punctuation
    - Mechanics
  o Structure and Tone
    - Building and Using Sentences
      - Word Usage
      - Diction and Style
        - Confusing words
        - Inappropriate Language
        - Word choice errors
        - Using figures of speech in writing
        - Effective writing
    - Sentence Structure
      - Sentence fragments
      - Dependent/independent clauses
      - Run-on sentences 2
      - Misplaced modifiers
      - Parallel structure
      - Awkward sentence structure
    - Logic and Organization
      - Topic Sentence
      - Unnecessary sentences
• Order of sentences in paragraphs
• Transitional devices
• Important structures in paragraphs
• Paragraph development and organization
• Applications
  • Essay writing
    • The writing process
    • Working with the topic
    • From ideas to sentences
    • Revising and editing
  • Writing and evaluating essays

4. Intermediate Writing Process and Practice
   • Writing Strategies Level HH
     • Finding information on the internet
     • Writing strong introductions
     • Combining sentences/interesting writing
     • Writing effective transitions Using checklist to proofread work
     • Choosing your point of view
   • Grammar and Mechanics Level HH
     • Consistent pronouns
     • Using "each" and "every"
     • Or or nor
     • Choosing pronoun forms
     • Splitting fused run-ons
   • Writing Strategies II
     • Citing information sources
     • Balancing research with original ideas
     • Supporting arguments with right evidence
     • Using compare/contrast, problem/solution
   • Grammar and Mechanics Level II
     • Clarifying vague pronouns
     • Keeping past tense verbs consistent
     • Singular verbs with collective subjects
     • Avoiding run-ons with commas
     • Correcting sentence fragments—verb phrases
   • Writing Strategies Level JJ
     • Planning a sequence of ideas
     • Devising a research plan
     • Evaluating information
     • Stating your thesis
     • Integrating quotations into your writing
   • Grammar and Mechanics Level JJ
     • Adding comas to indicate nonessential elements
     • Separating run-ons joined by transitions
     • Adding commas after introductory phrases
     • Using commas with certain modifiers
     • Using capital letters with split quotations

5. Advanced Writing Process and Practice
   • Writing Strategies Level KK
     • Writing precisely
     • Emphasizing ideas using parallel structure
     • Using a checklist to proofread your work
   • Grammar and Mechanics Level KK
- Using linking words with parallel structures
- Using commas with appositives
- Punctuating quotations
- Using Commas/linking words like "because"
- Correcting sentence fragments/subord. Clauses

- Writing Strategies Level LL
  - Identifying and rewriting inflated language
  - Monitoring your thesis
  - Documenting spoken sources
  - Narrowing topic with interesting facts

- Grammar and Mechanics LL
- Writing Strategies Level MM
  - Reviewing your own work
  - Writing stronger introductions
  - Supporting arguments/additional evidence
  - Writing stronger conclusions
  - Varying your sentence structures
  - Proofreading for college

- Grammar and Mechanics Level MM

**ENGL 211 Professional Writing**

**See listings under ENGL 111 for basic writing, grammar and mechanical skills**

1. **Writing in the Workplace**
   - Writing Notes and Short Memos
   - Writing Business Letters
   - Writing Meeting Documents
   - Writing Reports

2. **Writing Series**
   - Applications
     - Writing letters
       - Personal and business letters
       - Letter of application
       - Giving employer correct information

3. **Life and Job Skills**
   - How to select and Get a Job
   - Finding a Job you Want
     - Your search
   - Shifting your Focus
     - The effective resume
     - Parts of a resume
     - Writing a resume
     - Cover letters
   - Interviewing for a Job
     - Making a good impression
     - What interviewers look for
     - Handling difficult questions
     - The effective interview
     - Practicing interviews
   - Job Seeking Skills
     - Unit 3: The job hunt

4. **Data Skills**
Constructing Graphs and Charts
- Constructing line graphs
- Constructing pie charts
- Constructing bar graphs
- Selecting graphs and charts

ENGL 220 Literary Worlds and English 385 Special Topics
**See listings under ENGL 111 for basic writing, grammar and punctuation skills**

1. Advanced Reading Strategies
   - Reading literature
   - Understanding literature
   - A strategy for reading literature
2. Writing Series
   - Applications
     - Essay writing (all lessons)

If you have any trouble accessing PLATO, please contact PLATO at 800-869-2200 and give them the Davenport support ID#: 4637121-100. If you need to talk to someone at Davenport about PLATO, please contact:

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