

# COURSE OUTLINE

OFFI-177

Grammar for Your Job

2 Semester Hours

## HOWARD COMMUNITY COLLEGE

### Description

After successful completion of this course, the student will be able to use the principles of English grammar in both spoken and written communications.

### Overall Course Objectives

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

1. Identify the parts of speech and use them correctly.
2. Use the dictionary and other writing resource materials effectively.
3. Write and speak in complete sentences with properly placed clauses and phrases.
4. Correctly punctuate and capitalize written material.
5. Edit his or her own writing to improve its precision and clarity.
6. Evaluate the effectiveness and accuracy of writing done by others.

### Major Topics

- A. Parts of speech
- B. Use of the dictionary and thesaurus
- C. Sentence structure
  1. Fragments, run-ons, and comma splices
  2. Plural and compound nouns
- D. Capitals
- E. Pronouns
- F. Verb tenses; subject-verb agreement
- G. Adjectives and adverbs
- H. Punctuation
- I. Commonly misused expressions
  1. Pronunciation
- J. Possessives

### Course Requirements

- Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:
1. Written tests
  2. Homework assignments

### Other Course Information

This course meets 2.5 hours a week for 10 weeks.