

# ENGLISH COMMUNICATION SKILLS

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## SCOPE AND SEQUENCE

### CHAPTER 1

Key topics: parts of speech, nouns, pronouns, appositives, infinitives, verbs, participles, tenses, adjectives, articles, adverbs, origins of common English words

### CHAPTER 2

Key topics: basic sentence structure, complete subject, direct objects, predicate nominatives, complete predicate, prepositions, phrases, clauses, conjunctions, prepositional phrases, common misused words, prefixes, suffixes, figures of speech

### CHAPTER 3

Key topics: homonyms, homophones, homographs, synonyms, antonyms, typing, keyboards, quotation marks, end punctuation, colons, semicolons, hyphens, commas, nonfiction, fiction, biography, autobiography, drama, myth, epic tale, poetry

### CHAPTER 4

Key topics: history of writing, cursive writing, handwriting, informal letter writing, formal letter writing, dyslexia, compare and contrast, note-taking skills, abbreviations used in note-taking, powerpoint presentations

### CHAPTER 5

Key topics: sentences and paragraphs, repairing sentence errors, constructing a composition, body, conclusion, transitions, connecting paragraphs, writing prompt, essay, main points, prewriting editing, drafts, proofreading, planning, outlining, listening, inductive reasoning, deductive reasoning, fallacies, Red Herring fallacy, appeal to authority, media, speeches