

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: ENC 2111

COURSE TITLE: CLAST Review: English Language Skills and Essay

PREREQUISITE(S): ENC 1101 and ENC 1102

COREQUISITE(S): None

CREDIT HOURS: 1

CONTACT HOURS/WEEK: 1

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 1

Laboratory:

Other \_\_\_\_\_:

FACULTY WORKLOAD POINTS: 1

STANDARDIZED CLASS SIZE ALLOCATION: 25

## CATALOG COURSE DESCRIPTION:

This course is designed for students who desire a brief, comprehensive review of the essential communication skills including essay writing and grammar. It is recommended for students who are preparing for the CLAST, for student who are retaking CLAST, and for students who are seeking a refresher course in communication skills.

SUGGESTED TEXT(S): CLAST English Language Skills and Essay: Study Guide for the College Level Academic Skills Test. State of Florida Department of State, 1994.

The CLAST Review Book, Metzger, Cleveland Kennedy, NBJ., 1992

IMPLEMENTATION DATE: Winter Term, 1996 (962)

REVIEW OR MODIFICATION DATE: Fall Term, 2002 (20031)  
 Fall Term, 2006 (20071)  
 Fall Term, 2008 (20091) - Outline Review 2007

## COURSE TOPICS

CONTACT HOURS  
PER TOPIC

## I. Review of Essay Writing

6

## A. Overview of the Essay

1. Budgeting Time
2. Selecting the Subject
3. Focusing on a Specified Topic
4. Determining the Purpose and Audience
5. Writing the Thesis
6. Developing Support Through the Prewriting Process

## B. Component Parts of the Essay

1. Introduction
2. Body
  - a. Writing the Topic Sentence
  - b. Generating Primary Support
  - c. Utilizing Secondary Support
3. Conclusion

## C. Writing Effective Prose

1. Using Concrete Detail
2. Providing for Coherence
3. Arranging Supporting Logical Pattern
4. Maintaining Unity
5. Using Effective Diction and Sentence Structure

## D. Application of Writing Principles

1. Organizational Paradigms  
(e.g. Exemplification Classification)
2. Examination of Sample Essays

## E. Timed Writing Assignments

## II. Review of English Language Skills

9

## A. Grammar, Spelling, Capitalization and Punctuation Skills

1. Fragments, Comma Splices and Fused Sentences
2. Adjectives and Adverbs
3. Agreement
  - a. Subject/Verb
  - b. Pronoun/Antecedent
4. Verbs
  - a. Standard Verb Forms
  - b. Consistent Tenses
5. Pronoun Case
6. Capitalization

COURSE TOPICS (Continued)

CONTACT HOURS  
PER TOPIC

- 7. Punctuation
  - a. Commas
  - b. Semicolons
  - c. Apostrophes
  - d. Quotation Marks
  - e. Colons
- 8. Spelling
- B. Word Choice Skills
  - 1. Connotation and Denotation
  - 2. Wordiness
- C. Structure Skills
  - 1. Subordination and Coordination
  - 2. Modifiers
  - 3. Parallelism
  - 4. Shifts and References
  - 5. Logical Comparisons
- D. Practice ELS Tests

