



Your competence will be assessed as you complete the BBC1 objective assessment for this course of study. This course of study represents 2 competency units and may take up to 4 weeks to complete.

Introduction

Welcome to the Communications Foundations course of study. This course of study is designed to prepare you to demonstrate competence in the fundamentals of reading and writing. This course of study will prepare you for success at Western Governors University (WGU) in the language and communication assessments as well as help with other assessments in your Degree Plan. You will have access to an Interactive Learning Resource as well as committed mentors throughout your experience in Communications Foundations. Please contact the mentors if you have any questions. They can be reached via the team e-mail address.

Outcomes and Evaluation

There are 3 competency statements covered by this course of study; they are listed in the "[Competencies for Communications Foundations \(BBC1\)](#)" page.

You will complete the following assessments as you work through the course of study.

Pre-Assessment

You will complete the following pre-assessment:

- PBC1

Objective Assessment

You will complete the following objective assessment:

- BBC1

Preparing for Success

The information in this section is provided to help you become ready to complete this course of study. As you proceed, you will need to be organized in your studies in order to gain competency in the indicated areas and prepare yourself to pass the final assessments.

Your Learning Resources

The Learning Resource you will use for this course of study is the Communication Foundations- MyFoundationsLab. Your enrollment in the Learning Resource is an automatic process that occurs on or **near the 10th day** of the first month of your



first term.

Access the Learning Resource

The Learning Resource you will use for this course of study is the Communication Foundations- MyFoundationsLab. Your enrollment in the Learning Resource is an automatic process that occurs on or **near the 10th day** of the first month of your first term. Use your original WGU portal login information. To access MyFoundationsLab, follow these steps:

1. Go to wgu.mylabsplus.com
2. Login with your original WGU portal information
3. Click on MyFoundationsLab
4. Follow the instructions to get started

If you have any questions about your learning resource enrollment in MyFoundationsLab, please send an email to the Learning Resources department inbox: learningr@wgu.edu.

Additional Preparation

There are many different learning tools available to you within your course of study in addition to the learning resources already discussed. Take the time to familiarize yourself with them and determine how best to fit them into your learning process.

Message Boards, FAQs, Note-Taking Tool

Message boards, FAQs, and a note-taking tool are available in every course of study.

Use the "[Additional Learning Tools](#)" page to review these tools.

Course Mentor Assistance

Course mentors are available to help you. Their job is to aid understanding in areas where you need to improve and to guide you to learning resources. Request their help as needed when preparing for assessments.

Course mentors cannot provide reviews of entire assessments. If you fail assessment attempts, review the provided feedback first, then ask the course mentor specific questions about what you can do to meet the competency standard. Request course mentor assistance as necessary in preparing for second attempts at objective assessments or performance task revisions. Mentors cannot guarantee you pass as they do not evaluate assessments; however, they can provide the assistance and advice necessary to help you succeed.

Please review this [presentation](#) on the benefits of collaborating with course mentors.

Complete the Pre-Assessment



Complete the following pre-assessment:

- PBC1

For directions on how to receive access to pre-assessments, see the "[Accessing Pre-Assessments](#)" page.

Writing, Reading, and Research

Have you ever had difficulty understanding how sentences work? Do you remember what the Parts of Speech are? Have you ever listened to a person speak, or read an article, and encountered terms, phrases, or grammar that you were unfamiliar with?

This section will focus on the basics of standard English, grammar, and reading and writing strategies. You will develop basic skills to read and write effectively and to be successful in your own written communication.

Competencies covered by this subject

116.1.1 - Application of Grammatical Standards

The student utilizes Standard English language grammar, punctuation and sentence structure to create clear, effective, and appropriate written communication.

116.1.2 - Reading for Meaning and Purpose

The student utilizes effective reading strategies to identify meaning and purpose in written communications.

116.1.3 - Application of Research and Adaptive Writing Skills

The student selects information to inform an audience about subjects and adapts writing to meet the needs of the audience, purpose, and situation.

Developing Skills: Grammar and Reading Strategies

Do you understand what proper grammar is and how to use it to write effectively? Can you read an article and recite the main idea of the article?

In the activities for this topic you will have the opportunity to practice grammar and engage in active reading strategies, which will help to improve your reading comprehension and ability to write more effectively.

Utilizing Standard English Grammar

Utilizing standard English is a large part of academic writing, as well as a skill utilized in day-to-day activities. The grammar section of MyFoundationsLab will introduce you to the basic rules of grammar.

As you work through this section, you will learn about independent and dependent clauses, verb usage, pronouns, adverbs, and adjectives. These modules will help improve your skills and have direct application to other assessments and assignments you will complete as you progress through your degree program.

Complete the following:



- Locate and click on the writing tab, and then click on the grammar link
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete each of the activities by clicking on them and starting with the review materials
- Complete the recall and apply exercises located in the same area as the review materials
- Once you have scored 75% or better on the apply exercises, move on to the next subject

Reading Strategies

The reading strategies section of MyFoundationsLab will introduce you to strategies to improve your reading comprehension and recall of material, as well as give you skills in critical reading and thinking.

As you work through this section, you will focus on active reading strategies, as well as understanding textbooks and note taking. Comprehending and recalling the materials you read will be very beneficial as you continue your studies at WGU.

Complete the following:

- Locate and click on the reading tab, and then click on and complete the sub-areas active reading strategies, critical reading, and critical thinking.
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete each of the activities by clicking on them and starting with the review materials
- Complete the practice exercises and tests in the same area as the review materials (the tests are available after you have completed the practice exercises)
- Once you have scored 75% or better on the tests, move on to the next subject

Effective Writing and Organization

Do commas stress you out? Do you know what a fragment or a run-on sentence is? Do you sometimes miss the main idea when reading? These are all skills that you will need to be an effective writer and successful student.

Complete the activities included in this subject to gain a better understanding of punctuation, sentence structure, pronoun case, and how to use it to make your writing the best it can be.

Competencies covered by this subject

116.1.1 - Application of Grammatical Standards

The student utilizes Standard English language grammar, punctuation and sentence structure to create clear, effective, and appropriate written communication.

116.1.2 - Reading for Meaning and Purpose

The student utilizes effective reading strategies to identify meaning and purpose in



written communications.

116.1.3 - Application of Research and Adaptive Writing Skills

The student selects information to inform an audience about subjects and adapts writing to meet the needs of the audience, purpose, and situation.

Developing Skills: Punctuation, Sentence Structure, and Organization

This section will review punctuation, sentence structure, pronoun case, inference, and context, including organization. You will master English punctuation skills and be ready to use them effectively in your college writing. You will also begin to see the importance of inference and context, not only in writing, but in reading college texts.

Writing effective paragraphs with correct grammar and punctuation is especially important as you begin working on essays and research papers at the college level. In addition, you will learn the different ways to organize your writing and how to identify the different structures within writing and written texts. Understanding inference and context is important to you as a student. It is crucial that you develop these skills as you begin your program at WGU.

Punctuation

The punctuation section of MyFoundationsLab focuses on the appropriate use of apostrophes, quotation marks, commas, colons, semi-colons, dashes, and parentheses.

The appropriate use of punctuation is an integral part of academic writing.

Complete the following:

- Locate and click on the writing tab, and then click on the punctuation link
- Under checklist, click on and complete the lesson presentation, part 1 and part 2
- Under checklist, complete each of the activities by clicking on them and starting with the review materials
- Complete the recall and apply exercises located in the same area as the review materials
- Once you have scored 75% or better on the apply exercises, move on to the next subject

Sentence Structure

The Sentence Structure section of MyFoundationsLab focuses on creating parallel sentences, identifying fragments and run-ons, maintaining consistent verb tense, and understanding active voice.

These skills will be beneficial as you write essays and research papers throughout your degree program.



Complete the following:

- Locate and click on the writing tab, and then click on the sentence structure link
- Under checklist, click on and complete the lesson presentation, part 1, part 2, and part 3
- Under checklist, complete each of the activities by clicking on them and starting with the review materials
- Complete the recall and apply exercises located in the same area as the review materials
- Once you have scored 75% or better on the apply exercises, move on to the next subject

Pronoun Case

Many students struggle with pronoun case. This section focuses on knowing how pronouns work within standard English.

Complete the following:

- Locate and click on the writing tab, and then click on the pronoun case link
- Under checklist, click on and complete the lesson presentation
- There are no exercises for this module; move on to the next subject

Organization

There are two sections in MyFoundationsLab that focus on inference and context, and they are broken down into several sub-sections: inference, purpose and tone and patterns of organization, supporting details, and main idea. Recognizing inference and context in your reading and writing assists you in organizing your thoughts. These tools help you create cohesive essays, and will serve you well in determining meaning from textbooks and other sources of knowledge.

Complete the following:

- Locate and click on the reading tab, and then click on and complete the inference and context sections.
- Under checklist, click on and complete the lesson presentations for both sections (inference and context)
- Under checklist, complete each of the activities by clicking on them and starting with the review materials (sub-sections under Inference: inference, purpose and tone - sub-sections under context: patterns of organization, supporting details, and main idea)
- Complete the practice exercises and tests in the same area as the review materials (the tests are available after you have completed the practice exercises)
- Once you have scored 75% or better on the tests, move on to the next subject



Writing and Reading

Are you nervous about writing an essay or research paper? Does researching and determining if you have valid source material to quote scare you? Now that you understand punctuation, grammar, inference, and context, you are ready to write, but you still need other skills in determining credibility and validity in your source materials. You will also need to learn the difference between summarizing and quoting. These skills will help you use APA style, and will prepare you for college-level research and writing.

Competencies covered by this subject

116.1.1 - Application of Grammatical Standards

The student utilizes Standard English language grammar, punctuation and sentence structure to create clear, effective, and appropriate written communication.

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Developing Skills: Written Communication Skills

Have you ever written a research paper? Do you often wonder where to start and how to manage the process? How do you know if your source material is credible, if it is fact or opinion, and how to summarize what you have read? In this section you will focus on the basics of understanding how to structure paragraphs within a research paper, as well as research tools that will help you determine the validity or credibility of the source material you read and will use in a research paper.

Paragraph Structure

Does the writing process intimidate you? Have you wondered how to effectively put your thoughts together in a well written essay? In this section you will examine the organization of the essay and the research paper, as well as the writing process by looking at paragraph structure.

Complete the following:

- Locate and click on the writing tab, and then click on the paragraph structure link
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete each of the activities by clicking on them and starting with the review materials
- Complete the recall and apply exercises in the same area as the review materials
- Once you have scored 75% or better on the apply exercises, move on to the next subject

Summarizing



Summarizing is an effective tool in getting the main points, the facts, or the purpose of an article, text, or other piece of written communication clear in your mind. It also helps you understand what to include in an essay or research paper and what to leave out. In this section, you will work on skills to help you better summarize what you read, which will translate directly to how you write.

Complete the following:

- Locate and click on the reading tab, and then click on and complete the summarizing section
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete the activities by clicking on outlining and summarizing and starting with the review materials
- Complete the practice exercises and tests in the same area as the review materials (the tests are available after you have completed the practice exercises)
- Once you have scored 75% or better on the tests, move on to the next subject

Fact vs. Opinion

Many times, when reading or writing, students have difficulties separating fact from opinion. In this section you will engage in activities that will help you determine the difference, and will help you be more effective in understanding written communication, as well as assisting you in writing valid and credible essays and research papers.

Complete the following:

- Locate and click on the reading tab, and then click on and complete the fact vs. opinion section
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete the activities by clicking on fact vs. opinion and starting with the review materials
- Complete the practice exercises and tests in the same area as the review materials (the tests are available after you have completed the practice exercises)
- Once you have scored 75% or better on the tests, move on to the next subject

Rhetorical Aspects

This is the last section of MyFoundationsLab for Reading and Writing. In rhetorical aspects, you combine many of the skills you have learned in reading. These skills are also of value when you are considering how to write an essay or research paper.



Complete the following:

- Locate and click on the reading tab, and then click on and complete the rhetorical aspects section
- Under checklist, click on and complete the lesson presentation
- Under checklist, complete the practice exercises and tests (the tests are available after you have completed the practice exercises)
- NOTE: There are no review materials in this section
- Once you have scored 75% or better on the test, you have completed the communications foundations activities in the MyFoundationsLab learning resource and are ready to take the BBC1 assessment. Congratulations!

Final Steps

Congratulations on completing the activities in this course of study! This section will guide you through the assessment process.

Assessment Information

The activities in this course of study have prepared you to complete the BBC1 objective assessment. If you have not already completed the assessment, you will do so now.

Accessing Pre-Assessments

Complete the following pre-assessment:

- PBC1

For directions on how to receive access to pre-assessments, see the "[Accessing Pre-Assessments](#)" page.

Accessing Objective Assessments

Complete the following objective assessment:

- BBC1

For directions on how to receive access to objective assessments, see the "[Accessing Objective Assessments](#)" page.

If you complete all of the activities with a score of 75% or better you are ready to proceed. If your score is less than 75%, you will want to revisit areas in which you have scored below 75%.

Feedback

To provide feedback for this course of study, please use the [EWB/Foundations Course of Study Feedback form](#).



ADA Requirements

Please review the [University ADA policy](#).