This course supports the assessments for C454. The course covers 3 competencies and represents 2 competency units.

Introduction

This course is designed to prepare you to demonstrate competence in the fundamentals of reading and writing; it will prepare you for success at Western Governors University (WGU) in the language and communication assessments, as well as help you with your future assessments.

Watch the following introduction video for this course:

Competencies

This course provides guidance to help you demonstrate the following 3 competencies:

- **Competency 116.1.1: Application of Grammatical Standards**
  The graduate utilizes Standard English language grammar, punctuation and sentence structure to create clear, effective, and appropriate written communication.

- **Competency 116.1.2: Reading for Meaning and Purpose**
  The graduate utilizes effective reading strategies to identify meaning and purpose in written communications.

- **Competency 116.1.3: Application of Research and Adaptive Writing Skills**
  The graduate selects information to inform an audience about subjects and adapts writing to meet the needs of the audience, purpose, and situation.

Preparing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Your Learning Resources

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

Automatically Enrolled Learning Resources

You will be automatically enrolled for this resource on the 1st day of your first term with WGU. If you have not accessed the resource within your first year at WGU, there is a chance access will expire. You can contact Learning Resource Support (see e-mail below) for assistance.

Communication Foundations—MyFoundationsLab

The Learning Resource you will use for this course of study is the Communication Foundations-
MyFoundationsLab. To access MyFoundationsLab, follow these steps:

1. Go to [wgu.mylabsplus.com](http://wgu.mylabsplus.com)
2. Login with your myWGU student portal username and the password *welcome* (all lowercase). **Note:** If this password does not work, click on the Forgot Your Password link on the login page and enter your WGU Student Portal username to obtain a password reset.
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**

**Whiteboards**

Whiteboards may be used to assist you as you complete the assessment for this course. Paper, or other note taking resources, may not be used during the assessment. For math assessments only, scratch paper can be used only when taking the assessment at an on-site testing center. Please view the following video for more information on how to use a whiteboard:

*Note: To download this video, right-click the following link and choose "Save as...": [download video](#)*

**Writing, Reading, and Research**

This section will focus on

- the basics of standard English,
- grammar, and
- reading and writing strategies.

**Developing Skills: Grammar and Reading Strategies**

You will have the opportunity to practice grammar and engage in active reading strategies. These exercises will help to improve your reading comprehension and your ability to write more effectively.

**Utilizing Standard English Grammar**

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

As you work through this section, you will learn about
parts of speech, phrases, and clauses,
subjects and verbs,
pronouns,
verbs,
tense, and
adverbs and adjectives.

Complete the following within MyFoundationsLab:

- Locate and click on Writing Skills and select Learning Path.
- Select the Basic Grammar module.
- Complete the entire set of topics in this module.
- Once you have scored 75% or better on the post-tests, 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:

- Watch the lesson presentation on Active Reading Strategies.
- Watch the lesson presentation on Critical Thinking.
- Watch the lesson presentation on Critical Reading.

Complete the following within MyFoundationsLab:

- Locate and click on Reading Skills and select Learning Path.
- Select the Reading: Introductory module.
  - Complete the Active Reading topic.
  - Complete the Critical Thinking topic.
  - Complete the Note Taking and Highlighting topic.
- Once you have scored 75% or better on the post-tests, move on to the next subject.

Effective Writing and Organization

This section covers punctuation, sentence structure, pronoun case, and how to make your writing the best it can be.

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:

- Watch the lesson presentation on Punctuation [Part 1](#) and [Part 2](#)

Complete the following within MyFoundationsLab:

- Locate and click on Writing Skills and select Learning Path.
- Select the Punctuation, Mechanics, and Spelling module.
- Complete the entire set of topics in this module.
- Once you have scored 75% or better on the post-tests, 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:

- Watch the lesson presentations on Sentence Structure [Part 1](#), [Part 2](#), and [Part 3](#)
Complete the following within MyFoundationsLab:

- Locate and click on Writing Skills and select Learning Path.
- Select the Sentence Skills module.
- Complete the following topics in this module:
  - Sentence Structure
  - Fragments
  - Run-ons
  - Consistant Verb Tense and Active Voice
  - Parallelism
- Once you have scored 75% or better on the post-tests, move on to the next subject.

**Pronoun Case**

This section focuses on knowing how pronouns work within Standard English.

Complete the following:

- Watch the lesson presentation on Pronoun Case

Complete the following within MyFoundationsLab:

- Locate and click on Writing Skills and select Learning Path.
- Select the Sentence Skills module.
- Complete the Pronoun Case topic in this module.
- Once you have scored 75% or better on the post-test, move on to the next subject.

**Organization**

There are two sections in MyFoundationsLab that focus on inference and context. These two sections are broken down into several sub-sections including:

- 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:

- Watch the lesson presentation on Inference
- Watch the lesson presentation on Context
• Locate and click on Writing Skills and select Learning Path.
• Select the Essay Development module.
• Complete the Essay Organization topic in this module.
• Once you have scored 75% or better on the post-tests, move on to the next subject.

• Locate and click on Reading Skills and select Learning Path.
• Select the Reading: Introductory module.
• Complete the following topics:
  o Supporting Details
  o Ten Patterns of Organization
  o Purpose and Tone
  o Inference
• Once you have scored 75% or better on the post-tests, move on to the next subject.

Writing and Reading

Now that you understand punctuation, grammar, inference, and context, you are ready to write. However, you still need other skills, such as 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.

Developing Skills: Written Communication Skills

In this section you will focus on the basics of understanding how to structure paragraphs within a research paper. You will also acquire research skills that will help you determine the validity or credibility of the source material you read and will use in a research paper.

Paragraph Structure

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:

• Watch the lesson presentation on Paragraph Structure.

Complete the following within MyFoundationsLab:

• Locate and click on Writing Skills and select Learning Path.
• Select the Essay Development module.
• Complete the topic Essay Organization in this module.
• Once you have scored 75% or better on the post-tests, move on to the next subject.

Complete the following within MyFoundationsLab:

• Locate and click on Writing Skills and select Learning Path.
• Select the Writing Skills module.
• Complete the topic The Writing Process in this module.
• Once you have scored 75% or better on the post-tests, move on to the next subject.
Summarizing

Summarizing is an effective tool in getting the main points, the facts, or the purpose of a piece of written work clearly 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:

- Watch the lesson presentation on Summarizing.

Complete the following within MyFoundationsLab:

- Locate and click on Reading Skills and select Learning Path.
- Select the Reading: Introductory module.
- Complete the topic Summarizing and Paraphrasing this module.
- Once you have scored 75% or better on the post-tests, move on to the next subject.

Fact vs. Opinion

Separating fact from opinion often may be difficult. You will engage in activities that will help you determine the difference between fact and opinion. You will become proficient in understanding written communication and writing valid and credible essays and research papers.

Complete the following:

- Watch the lesson presentation on Fact vs. Opinion.

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:

- Watch the lesson presentation on Rhetorical Aspects.

Complete the following within MyFoundationsLab:

- Locate and click on Reading Skills and select Learning Path.
- Select the Reading: Introductory module.
- Complete the topic Combined Skills in this module.
- Once you have scored 75% or better on the post-tests, move on to the next subject.

Final Steps

Congratulations on completing the activities in this course! This course has prepared you to
complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete your assessments now.