

TEKS - Practical Writing - Course Correlations	COMM 312 Modules
(1) The student writes for a variety of audiences and purposes.	
(A) compose business letters with accuracy and clarity;	4
(B) compose inquiries and requests;	4
(C) write for authentic, persuasive purposes;	3, 4
(D) complete written tasks associated with job application such as application form, letters of application, and resume;	4
(E) complete order forms, and	4
(F) take notes.	1
(2) The student relies increasingly on the conventions and mechanics of written English to communicate clearly.	
(A) produce legible written work, including handwritten, word processed, and typed documents;	3,4
(B) employ written conventions appropriately such as capitalizing and punctuating for various forms such as business letters and resumes; and	1-4
(C) use correct spelling for final products.	1-4
(3) The student appropriately applies the rules of usage and grammar to communicate clearly and effectively.	
(A) produce error-free writing by demonstrating control over grammatical elements such as subject-verb agreement, pronoun-antecedent agreement, and appropriate verb forms;	1-4
(B) use varied sentence structures to express meanings and achieve desired effect; and	2
(C) use appropriate vocabulary.	1-4
(4) The student selects and uses recursive writing processes as appropriate for self-initiated and assigned writing.	
(A) select and apply prewriting strategies to generate ideas, develop voice, and plan;	3
(B) develop drafts by organizing ideas such as paragraphing, outlining, adding, and deleting;	3
(C) use vocabulary, sentence structure, organization, and rhetorical devices appropriate to audience and purpose.	3, 4

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(D) use effective sequence and transitions to achieve coherence and meaning;	3
(E) revise drafts by rethinking content, organization, and style to better accomplish the task;	3
(F) edit as appropriate for the conventions of standard written English such as grammar, spelling, punctuation, capitalization, and sentence structure in the final draft;	3, 4
(G) use resources such as texts and other people as needed for editing;	3, 4
(H) proofread writing; and	3, 4
(I) use available technology for creating, revising, editing, and publishing texts.	3, 4
(5) The student evaluates his/her own writing and the writing of others.	
(A) evaluate how well his/her own writing achieves its purposes;	3, 4
(B) analyze and discuss published pieces as writing models;	4
(C) apply criteria generated by self and others to evaluate writing; and	3, 4
(D) accumulate and review his/her own written work to determine its strengths and weaknesses and to set goals as a writer.	1-4