

I. COURSE DESCRIPTION:

This course will help students to develop the fundamental communication skills required for entrance into the Level 4 Communications Academic Upgrading program. Emphasis is placed on the dictionary skills, spelling and vocabulary skills; development of effective simple and compound sentences; basic paragraph structure; reading comprehension of short stories and factual prose; vocabulary development; and basic speaking and listening skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Read with understanding for various purposes: locates, understands, interprets and makes judgments about ideas and information in a variety of texts that have some complexity of content and form. To do this, the reader uses a variety of more advanced reading strategies, personal experiences and knowledge and a familiarity with a variety of forms and conventions of formal texts.

Potential Elements of the Performance:

- Take basic notes from reading and listening activities
 - Recognize various forms of writing for different purposes
 - Read text of multiple paragraphs; gather info from graphs and tables
 - Identify topic and purpose, main idea and supporting details in a piece of writing
 - Make judgments and inferences using evidence from the text
 - Begin to identify writer's point of view
 - Follow written instructions
 - Recognize how attitude may influence interpretation
2. Write clearly to express ideas: writes for a variety of specific purposes and audiences, using various forms of some complexity and developed paragraphs to convey a main idea. The writer begins to use an appropriate style for the purpose and audience and common grammar, punctuation, and spelling.

Potential Elements of the Performance:

- Identify and appropriately use the basic parts of speech, subjects and verbs, and prepositional phrases to create simple and compound sentences; punctuate with commas and periods.
- Create simple paragraphs on topics of personal interest

- Show awareness of audience needs and use appropriate levels of language
 - Check spelling using dictionaries and spell-check
 - Revise using feedback
 - Complete more complex forms requiring non-personal information
3. Speak and listen effectively: presenting, interacting (one-on-one and in groups), and listening.

Potential Elements of the Performance:

- Identify appropriate use of formal and informal language
- Speak clearly in a focused and organized way to others
- Provide specific, detailed information or instructions to familiar and unfamiliar individuals
- Listen to others and stay on topic in conversations, responding with feedback to the ideas of others
- Can encourage responses from others, ask questions, take turns and repair misunderstanding to maintain communication
- Use increased awareness of how non-verbal communication cues affect communication
- Can identify main idea(s) and list key points of oral communication with some unfamiliar aspects
- Draw conclusions about ideas presented in formal situations
- Use strategies to check and increase understanding (notes, discussion)

III. TOPICS:

1. Reading
2. Writing
3. Speaking and Listening

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- *Groundwork for a Better Vocabulary, 3rd Ed.* B. Johnson, C. Mohr, and J. M Goldstein. Townsend Press (2004).
- *Ten Steps to Improving College Reading Skills. 4th Ed.* J. Langan. Townsend Press (2003).
- *Sentence Skills with Readings (3rd Ed.)*. J. Langan, P. Langan. McGraw-Hill (2005).
- *The Least You Should Know About English, Form A (1st Cdn. Ed.)*.T. Glazier, P. Wilson, K. Wagner (Cdn Editor). Thomson-Nelson (2002).
- Various modules provided by Academic Upgrading

V. EVALUATION PROCESS/GRADING SYSTEM:

Vocabulary, spelling and dictionary quizzes	20%
Sentence skills quizzes	35%
Reading comprehension assignments and quiz	15%
Paragraph writing	30%

The following semester grades will be assigned to students in Academic Upgrading:

Grade	<u>Definition</u>
A+	90 – 100%
A	80 – 89%
B	70 - 79%
C	60 - 69%
F (Fail)	59% and below
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:**Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

This course is a continuous intake course; therefore, the typical “semester” guideline does not apply.