

LANGUAGE & COMMUNICATIONS (3 credits)

Sessions: 15 3-hour meetings (March 9th to June 15th)
Tuesdays at 7:00 p.m.

replace by
M. Melesky's
(Sept 79 Eng 114)

Evaluation: Designated assignments must be submitted for evaluation (a list will be distributed which will describe the nature of the assignment and the date of submission).

Brief tests and in-class writing assignments will also be required on a regular basis.

The final evaluation will be derived from a per centage distribution as follows:

	<u>POSSIBLE TOTAL</u>
A complete set of notes from the course (submitted at the last lecture)	10%
Designated Assignments	50%
Brief tests and in-class writing assignments	25%
Final Examination	15%
	<hr/>
	100%
	<hr/>

NOTE: Failure to submit any test or assignment will result in an INCOMPLETE grade being assigned until the assignment is submitted. (i.e., INCOMPLETE for the entire course)

Diagnostic Tests: For the purposes of determining how much emphasis should be placed on some of the more basic language skills (reading and writing) diagnostic tests will be given during the first session).

General Objectives: This course is intended to assist the student in his personal and professional communication by developing:

- (a) the skills of effective written communication;
- (b) the skills of effective listening and note-taking;
- (c) the skills of effective organization and presentation of professional reports, both written and spoken;
- (d) the skills of effective communication between individuals and groups (personal & professional);
- (e) the skills of effective reading and comprehension;
- (f) the skills of effective logical analysis and evaluation as an aid to thinking & decision-making.

Behavioural Objectives: To satisfactorily complete the learning objectives for each topic the student must show competent use of the required skills. "Competent Use" will be measured by the student's performance on the tests and assignments for that topic.

Schedule of Topics: see attachment.

Attendance: The student is required to attend 80% of the scheduled classes in order to receive credit in this course.
If you are unable to attend a class, please notify me at Sault College: 949-2050, ext. 274.

LANGUAGE & COMMUNICATIONSSCHEDULE OF TOPICS

<u>Lecture No.</u>	<u>DATE</u>	<u>TOPICS</u>
1	March 9	Diagnostic Pre-tests: Nelson-Denny Reading Test Language Skills Test Essay
2	March 16	Diagnostic Analyses Returned. Effective Listening & Note-taking. Effective Review and Summarization of Main Ideas: learning and remembering.
3	March 23	Effective Reading: Vocabulary, Comprehension, Rate. Recognizing the Intention, Devices, and Effects of Different Types of Prose. Rhetorical Organization: the keys to structure.
4	March 30	Effective Reading and Analysis Continued. Abstracts and Precis Writing.
5	April 6	Effective Writing: A review of the basics. The importance of correctness in vocabulary, spelling, grammar, paragraphing, punctuation, etc. The nature of the growing gap between written and spoken language, and its effect on communication.
6	April 13	Effective Writing: Written Communication of <u>Ideas</u> . A study of intention, devices, and effects. Logic: an introduction.
7	April 20	Logic Continued: Aristotelian Logic Empiricism and the Scientific Method. Rhetorical Logic. Devices and Effects.
8	April 27	Research: Purpose and Methods Library Use. Recording Devices.
9	May 4	Putting it all together: Writing a Report. For whom is it intended? What purpose should it serve?
10	May 11	Interpersonal Communication: Interviews, Inferences, Evaluations. Behavioural Reporting Introduced.

<u>Lecture No.</u>	<u>DATE</u>	<u>TOPICS</u>
11	May 18	Behavioural Recording and Reporting.
12	May 25	Case Recording and Reporting: records, information, evaluation, goals, interviews. Forms and standard procedures of recording a case in progress, and on termination.
13	June 1	Case Reporting Continued. Meetings: dealing with groups. Why call a meeting? What purpose should be served? How can you be sure the meeting will serve that purpose? Formal and informal meetings. Minute Taking.
14	June 8	Keeping a Diary or Casebook. Writing memoranda. Writing formal letters. Communication by Telephone: vices & virtues. Preparing a Professional Resume (for job application).
15	June 15	Final Evaluation: Each student will be required to explain in writing why effective communication skills are of vital importance to the professional social worker (in any area). This will be an in-class assignment and the student may make use of his or her course notes.

N.B. Please keep in mind that one of the requirements for successful completion of this course is the submission of a complete set of notes on the course. These notes will be submitted on Tuesday, June 15th, and will be returned to you with an evaluation.

Leah

CHILD IN LITERATURE

15 weeks - 5 hours per week

Novels, Poems, Short Stories, Excerpts, Outside Reading

2 tests

At least 50 outside readings - annotated

1 paper - child theme in Literature

1 conduct class discussion on selections - Sup. Readings

Completed reading assignment/class discussion	= 50%
2 tests	= 20%
50 annotated cards	= 10%
Paper	= 20%
	<hr/>
	100%