

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: COMMUNICATION SKILLS (5)

CODE NO.: ENG 120-3 SEMESTER: FALL

PROGRAM: VARIOUS POST-SECONDARY PROGRAMS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1993 PREVIOUS OUTLINE DATED: SEPTEMBER 1992

APPROVED: *N. Koch*  
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ARTS AND GENERAL EDUCATION

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PHILOSOPHY/GOALS (COURSE DESCRIPTION)

This course is designed to help students develop college level reading and writing skills. Therefore, the teaching strategies, exercises, and assignments are structured to meet the needs of students who require intensive basic skill development in order to achieve the course goals.

Credit in Communication Skills (5) is recognized as equivalent to Communication Skills (3) credit.

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their essay assignments, summaries, comprehension and vocabulary tests, grammar and spelling, reading lab work and final tests.

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

**NOTE:** Students may be assigned an "R" grade early in the course for unsatisfactory performance.

GRADING

Written work assigned and graded will constitute 70% of the grade. A final exam will constitute 30%. After students have had an opportunity to revise their writing, professors will deduct marks for any remaining grammar and fundamental errors.

Marking schemes for essays and other assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course. However, the marking scheme for the final examination will be standard throughout the department for English 120.

TEXTBOOKS

1. College Writing Skills With Readings by John Langan, McGraw-Hill Book Company.
2. GAGE Canadian Dictionary, GAGE Educational Publishing Company.
3. Roget's Thesaurus.

ADDITIONAL RESOURCES

1. The Least You Should Know About English - Writing Skills by Teresa Ferster Glazier, Harcourt Brace Jovanovich Publishers (as required by the professor).
2. Students will be required to purchase two computer disk(s) as requested by their professor.

COURSE OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. write clear, concise, grammatically correct sentences which show variety in style.
2. write unified, well-organized paragraphs and essays.
3. use a number of expository techniques to serve a specific audience.
4. read and summarize post-secondary level material.
5. understand and employ a variety of editing techniques using the computer.
6. acquire library and documentation skills.

INSTRUCTIONAL METHODS

Process Communication is the most efficient method for learning the skills of effective reading and writing. Process communication, at the college level, includes the acquisition and integration of several skills: grammar, spelling, vocabulary, logical sequencing, coherence, unity clarity, style, comprehension, and summarization skills and several stages: prewriting, drafting and revising.

Classroom presentations, small group writing activities, directed readings and Learning Assistance Centre enhancement programs may be used by the professor to respond to student needs.

encouraged to make use of the wide variety of communication enhancement materials. For example, peer tutoring is available to students who require help. Additionally, many computer and reading programs specifically address particular student learning needs.

Professors will require that writing assignments be completed in class on a computer. Students who miss initial instruction in using the computer for writing may be required to find suitable alternate instruction.

### TOPICS

\* **NOTE:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Introductory Testing
2. Documentation and Library Skills
3. Editing Skills

Students will be responsible for the ongoing practice of grammar fundamentals. Students' specific learning needs will be identified from their writing.

4. Sentence and Paragraph Patterns
5. Reading Skills (including dictionary and thesaurus)
6. Introduction to Using the Computer
7. Expository Writing using some of the following:
  - a) Example
  - b) Process Analysis
  - c) Comparison and Contrast
  - d) Cause and Effect
  - e) Division/Classification
  - f) Description
  - g) Definition

### MAJOR ASSIGNMENTS AND TESTING

(Refer also to the Language and Communication Guidelines.)

#### 1. Reading, Writing and Fundamentals

Students will be evaluated on a minimum of four written assignments that will be completed in class. Since these assignments are written in process, in-class using the computer, the final product is not subject to the revision and resubmission policy. (40%)

Students will also be evaluated in process on grammar fundamentals, editing skills, and reading comprehension. (20%)

## 2. Documentation and Library Skills

Many major subject areas studied in college require support of the writer's main ideas through library research. The sources of information used in research, such as books, magazine articles, personal interviews, periodicals, journals, etc., must be cited using a standard method of documentation. (10%)

## 3. Final Testing

Achievement of course objectives will be tested at the end of term. Final testing is mandatory. (30%)

### TIME FRAME

Communication Skills (5) ENG 120-3 involves six periods per week for the entire semester. Periods one to five are indicated on students' timetables. The sixth period each week is an unsupervised hour in the Learning Assistance Centre. Students are expected to attend classes and to participate in class activities.

### PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of 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, as may be decided by the professor.

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.

### SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office.