

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

/

Course Title: COMMUNICATION SKILLS

Code No.: ENG 120-3

Program: ALL POST SECONDARY PROGRAMS

Semester: FIRST SEMESTER

Date: FALL, 1984

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED: *M. G. ...*
Chairperson

_____ Date

COMMUNICATION SKILLS

ENG 120-3 /

Course Name

Course Number

PHILOSOPHY/GOALS (COURSE DESCRIPTION)

The course aims at achieving a standard of reading and writing skills appropriate to College studies. Students will begin the course at a level determined by pre-tests designed to measure reading comprehension, vocabulary development and expository skills.

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their writing and editing assignments, summaries, comprehension and vocabulary tests, reading lab exercises (where applicable) final tests.

Letter grades will be assigned in accordance with the Language and Communications Department guidelines.

The following grade symbols will be used in recording final grades:

- "A" - outstanding achievement.
- "B" - consistently above average achievement.
- "C" - satisfactory or acceptable achievement in areas subject to assessment.
- "R" - repeat (the student has not achieved the objectives of the course, and the course must be repeated).

A detailed description is attached to the course outline.

TEXTBOOKS

1. Webster's New World Dictionary, Collins
2. The Least You Should Know About English, Form A, 2nd Edition, Glazier
3. The Act of Writing, R. Conrad

COURSE OBJECTIVES

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

1. write clear, concise, grammatically correct sentences in a variety of standard sentence patterns.
2. write unified, emphatic, well-organized paragraphs.
3. write brief, coherent essays embodying a number of expository techniques to serve a specific audience, i.e., process analysis, comparison and contrast, cause and effect, classification and description.
4. produce accurate summaries of the important ideas in a variety of written materials.
5. demonstrate acquisition of vocabulary development techniques (dictionary use, context, personal glossary).
6. read at a level consistent with post-secondary work.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions, directed readings and language lab are used to respond to student needs.

TOPICS

*Note: These topics sometimes overlap several areas of skill development, and are not intended to be dealt with always in isolated learning units, or necessarily in this order.

1. Introductory Testing
2. Review of Grammar and Spelling Fundamentals

With assistance from the instructor, students will be responsible for the on-going practice of grammar fundamentals according to their individual needs. These needs will be identified from students' writing.

3. Sentence Patterns
(As stated in the objectives)
4. Vocabulary Skills
 - a) Using the dictionary
 - b) Understanding words in context
 - c) Developing a personal glossary

5. Reading and Writing Expository Material
 - a) Process Analysis
 - b) Comparison and Contrast
 - c) Cause and Effect
 - d) Classification
 - e) Description
6. Summary Writing
7. Reading Lab

Where pretest results indicate a need for reading development, students will be required to use materials in the Reading Lab outside of scheduled English class hours. These students will review their lab progress with their instructors on a regular basis.

GRADING

Written work assigned and graded will constitute 70% of your grade. A final exam will constitute 25% and such factors as improvement, classroom activities and participation will account for the remaining 5%.

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on five written and revised assignments (three expository assignments and two summaries). 50%

Students will also be evaluated on grammar fundamentals and editing skills (two editing exercises), reading comprehension, vocabulary and dictionary skills. 20%

Students who require work in the reading lab will be expected to meet one of the following criteria to complete successfully the reading lab component:

- a) achievement of a 12.0 comprehension score on the Nelson-Denny Reading Test.
- b) completion of three successive reading levels in the guided reading program with an average comprehension score of 80% (Level "J" minimum).

Course objectives will be tested at the end of term. The final tests will include expository writing, summary writing and an editing exercise.

TIME FRAME

Communication Skills 120-3 involves three periods per week for seventeen weeks.

ADVANCED CREDIT

Students whose preliminary reading test results and first writing assignments warrant it, will be granted advanced credit for the course.

#190

LANGUAGE AND COMMUNICATIONS

GUIDELINES

The following guidelines have been compiled to help students successfully complete courses offered by the Language and Communications Department.

TEXTBOOKS

Students are responsible for purchasing the required texts in the first two weeks of the semester. Readings, tests, assignments and classroom activities will often be based on material from the texts.

FORMAT OF FINAL SUBMISSIONS

All final submissions are to be typed or legibly lettered in ink and double-spaced, unless the teacher specifies otherwise. Paragraphs must be indented.

Use 8½ X 11 inch standard white unlined paper.

Margins are to be as follows:

left and top.....1½ inches
right and bottom.....1 inch

(add another ½ inch to the left margin when using a duo-tang).

All final submissions must have a title page bearing the following information:

- a) title of assignment
- b) title of course
- c) name of teacher
- d) name of student author
- e) date of submission

Do not use clear plastic folders when submitting assignments.

All final submissions are due at the beginning of a class period during the assigned week, unless otherwise specified by the teacher.

Each page, except the first, must be numbered in the centre or upper right hand corner - (never in the upper left).

Assignments must be stapled in the upper left hand corner only.

FORMAT OF FINAL SUBMISSIONS cont'd

If a different format is required, the teacher will inform the students.

N.B. In some instances, a teacher may require students to submit preliminary drafts of an assignment. These may or may not require adherence to the format of final submissions.

SUBMISSION OF ASSIGNMENTS

Assignments must be delivered to the teacher, in person.

LATE SUBMISSIONS

Submissions will be accepted up to one week after the due date. However, the penalty will be the loss of one letter grade. A marginal paper will be reduced to a "U" (Unsatisfactory) grade. The later submission may receive only a letter grade with no evaluative comments from the teacher.

Assignments more than one week overdue will not be accepted.

Should a student furnish proof of illness or other hardship, the teacher may waive the late penalty.

FAILURE TO SUBMIT ASSIGNMENTS

Where the course includes a major report, that report must be submitted for the students to complete the course.

In all courses, failure to submit two of the total number of assignments will result in failure of the course.

TESTS AND ASSIGNMENTS

Formal tests and assignments will be announced at least one week in advance; however, teachers reserve the right to give unannounced quizzes and in-class assignments.

It is the student's responsibility to be aware of tests and assignments.

The guideline regarding extenuating circumstances (illness, hardship) may apply in the case of tests or classroom work that the student has missed.

GRADING OF SUBMISSIONS

The following letter grades will be assigned to submissions:

- "A" Excellent
- "B" Very Good
- "C" Satisfactory
- "U" Unsatisfactory

REVISIONS

The teacher may allow up to two unsatisfactory assignments to be revised and resubmitted. A successful revision will be upgraded to a "C".

The final submission of a major report is not eligible for revision.

CLASSROOM ACTIVITIES AND PARTICIPATION

A portion of the final grade will be based on classroom activities and participation (refer to the course outline).

Attendance will be taken.

When a teacher recognizes a student's lack of attendance as a problem, the appropriate chairperson will be notified.

CLASSROOM CONDUCT

Refer to sections 3 and 10 under Student Responsibilities in the "Statement of Student Rights and Responsibilities".

PLAGIARISM

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 teacher.