

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ADVANCED COMMUNICATION SKILLS

Code No.: ENG 315-3

Program: SELECTED POST SECONDARY PROGRAMS

Semester: FOURTH

Date: WINTER 1988

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED: *N. Koch*  
Chairperson

*June 23, 1987*  
Date

**PREREQUISITE**

To register in ENG 315-3, the student must have successfully completed the 100- and 200-level English courses or their equivalents.

**PHILOSOPHY/GOALS (COURSE DESCRIPTION)**

This course is designed to engage the interests of students while fulfilling reading, writing, listening, speaking and problem-solving objectives at an advanced level. Students will examine contemporary writing, research-oriented publications, and other sources and will use Canadian sources and generate primary data wherever applicable. Students' written and oral presentations based on readings, research and classroom discussion will demonstrate their ability to identify problems, generate solutions, and support them by logical arguments. Emphasis will be placed on the development of students' independent learning skills and on the persuasive communication of ideas.

**METHOD OF ASSESSMENT (GRADING METHOD)**

Students will be assessed on written proposals and reports, oral presentations, and classroom activities, including quizzes.

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

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

- "A+" - consistently outstanding achievement.
- "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).

**TEXTBOOKS**

Cetron, M. and O'Tool, T. Encounters With The Future: A Forecast of Life Into The 21st Century. McGraw Hill, 1983.



**SUMMARY OF OBJECTIVES**

Students will be able to successfully complete the following objectives:

1. research, organize information, write and speak about contemporary problems in logical arguments persuasively stated.
2. apply their skills to find information.
3. develop skills in problem-solving by applying analytical, extrapolative and creative thinking.
4. apply their critical reading skills as they examine the content, structure and style of their sources.
5. recognize bias and manipulation in the information related to their research.
6. recognize and evaluate primary and secondary sources of data.
7. demonstrate an awareness of public attitudes by writing letters of inquiry and preparing surveys and interviews.
8. demonstrate skills in writing, editing and proofreading.
9. demonstrate oral communication skills through class presentations of a logical argument.
10. develop skills in constructive feedback by participating in peer evaluation of oral presentations.

**INSTRUCTIONAL METHODS**

After the general introduction, the course will cover objectives through the processes of reading, analysing, writing and speaking.

The teacher will provide guidance in subject selection, teach research skills and methods, assign oral and written assignments, monitor student progress and evaluate presentations and projects.



**MAJOR ASSIGNMENTS AND GRADING**

Critical Review	10%
Presentation Proposal	10%
Annotated Bibliography	5%
Presentation Outline and Full Bibliography	20%
Editorial Letter	10%
Formal Presentation of Argument	20%
Reviews, Reading Responses, Short Orals, etc.	15%
Classroom Activities and Peer Evaluation	<u>10%</u>
Total	100%

\* Assignments must be submitted in accordance with the Language and Communication Department Guidelines.

**Due Dates:**

<u>Week Starting</u>	<u>Assignment</u>
February 1	Critical Review
February 15	Proposal and Annotated Bibliography
March 7	Writing of Editorial Letter
March 15	Oral Presentation dates announced
March 15	Presentation Outline and Full Bibliography

Additional due dates for tests and presentations will be announced during the semester.

**TIME FRAME**

Advanced Communication Skills ENG 315-3 involves two periods per week for sixteen weeks.

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