

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

COURSE OUTLINE

Course Title: COMMUNICATION SKILLS (DEVELOPMENTAL)
Code No.: ENG 120-3(6)
Program: FORESTRY, E.C.E./M.R.C. DSW.
Semester: FIRST
Date: SEPTEMBER 1983
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New: X Revision: _____

APPROVED: Nadean Koch Sept. 20 '83
Chairperson Date

COMMUNICATION SKILLS
Course Name

ENG 120-6
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PHILOSOPHY/GOALS:

The course aims at achieving a standard of reading and writing skills appropriate to College studies. At the beginning of the course, students identified by pre-tests measuring reading comprehension, vocabulary development and expository writing skills will participate in an intensive communication skills program (six class hours per week).

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 and final tests.

Letter grades will be assigned in accordance with the college grading system.

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).

GRADING:

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

TEXTBOOKS:

1. Webster's New World Dictionary, Collins
2. The Least You Should Know About English, Form A, 2nd Edition, Glazier.
3. A Reader for College Writers, R.E. Loewe

COURSE OBJECTIVES:

Upon completion of the course students will be able to:

1. Write clear, concise, grammatically correct sentences in a variety of standard sentence patterns, i.e. natural order, inverted order, split order, simple, compound, complex, and compound-complex.
2. Write unified, emphatic, well-organized paragraphs embodying a number of expository techniques to serve a specific audience, i.e. process analysis, comparison and contrast, cause and effect.
3. Produce accurate summaries of the important ideas in a variety of written material.
4. Demonstrate acquisition of vocabulary development techniques (dictionary use, context, personal glossary).
5. Read at a level consistent with post-secondary work.

INSTRUCTIONAL METHODS:

TOPICS

*NOTE: These topics sometimes overlap several areas of skill development/ and therefore 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 (according to their individual needs) will be responsible for the on-going practice of grammar fundamentals. These needs will be identified from student's 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
6. Summary Writing
7. Reading Lab
8. Journal Writing

MAJOR ASSIGNMENTS AND TESTING:

Students will be evaluated on five written and revised assignments. (3 expository assignments and two summaries.)

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

Students will be required to work in the reading lab and will be expected to meet one of the following criteria to successfully complete 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.

ASSIGNMENT FORMAT REQUIREMENTS:

All student assignments must be double-spaced and typed or very neatly printed (using upper and lower case letters). Students will be expected to write on one side of a standard 8½ x 11" sheet of white paper and to leave appropriate margins (1½" top and left margins, 1" bottom and right margins).

EVALUATION:

Writing assignments will be marked A, B, C, or Revise. Assignments submitted late will be penalized.

ATTENDANCE:

Regular attendance is a requirement of the course. Absences will affect your learning and your final grade. Make-up tests will be given only in cases of serious illness or emergency.

TIME FRAME:

Communication Skills involves six periods per week for seventeen weeks.