

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

COURSE OUTLINE

Course Title: COMMUNICATION SKILLS
Code No.: ENG 120-6
Program: NATURAL RESOURCES AND HUMAN SERVICES
Semester: FIRST
Date: FALL 1984
Author: LANGUAGE AND COMMUNICATIONS DEPARTMENT

New: _____ Revision: X

APPROVED: *Robert K...* *Aug 23 1984*
Chairperson Date

COMMUNICATION SKILLS
Course Name

ENG 120-6
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PHILOSOPHY/GOALS (COURSE DESCRIPTION)

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 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.

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%.

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, such as process analysis, comparison and contrast, cause and effect, classification and description.
4. produce accurate summaries of the important ideas in a variety of written material.
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 (according to their individual needs) will be responsible for the on-going practice of grammar fundamentals. 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
8. Journal Writing

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on five written and revised assignments (three 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 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 120-6 involves six periods per week for seventeen weeks.