

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: Oral Communication

CODE NO.: FOR366

SEMESTER: V

PROGRAM: Integrated Resource Management

AUTHOR: John Clement

DATE: AUG 99 **PREVIOUS OUTLINE DATED:** JAN 90

APPROVED: _____
DEAN DATE

TOTAL CREDITS: 2

LENGTH OF COURSE: 2 hrs/week X 16 weeks

TOTAL CREDIT HOURS: 32

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*For additional information, please contact Joe Fruchter, Dean,
School of Business & Hospitality and Natural Resources Programs,
(705) 759-2554, Ext. 688.*

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I. COURSE DESCRIPTION:

This course is designed to improve the third year IRM student's Natural Resources Technical Presentation skills. Students will participate in a weekly Natural Resources presentation lab involving Natural Resource oriented 5 minute technical and non – technical presentations, impromptu speeches, critiques, and debates of current Integrated Resource Management issues.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Confidently present technical and non-technical Natural Resources content clearly, concisely, and correctly in a professional speaking manner that fulfills the purpose and meets the needs of an audience of senior resource managers as well as the public.

Potential Elements of the Performance:

- Plan, organize, and deliver a five-minute Natural Resource technical presentation in a professional manner.
- Plan, organize, and present a five minute non-technical Natural Resource presentation in a professional manner.
- Critique at least one technical and one non-technical Natural Resource presentation.
- Present a minimum of five – one-minute impromptu speeches in a clear, concise, and logical manner.
- Preside over one of the Natural Resources presentation labs.
- Explain how improving presentation skills improve overall self-esteem.
- Explain how the communication's process works and applies to delivering Natural Resource presentations to senior resource managers and the public.
- Explain how the communication's triangle relates to making effective presentations.
- Explain how the native medicine wheel applies to making an effective Natural Resource presentations.
- Explain how the communications triangle relates to the native medicine wheel when preparing for and presenting an effective Natural Resource presentation to senior resource managers and the public.
- Explain how various speaking tips such as number noun, silence, pauses, varying tone, humour, gestures, eye contact, dress, setting the stage, preparation, and movement help to improve ways in which the speaker connects with the audience.

ORAL COMMUNICATION
COURSE NAME

FOR366
CODE NO.

- Demonstrate how to introduce yourself and your topic by establishing your credentials.
- Demonstrate how to properly incorporate audiovisuals into Natural Resources presentation.
- Prepare a one-page handout to accompany a Natural Resource technical presentation.
- Participate in a debate on a natural resources related issue.
- Explain the stages of an effective presentation.
- Explain a minimum of five ways your Natural Resources presentation skills have improved as a result of taking this course.

III. TOPICS:

- 1) How improving Natural Resource presentation skills improves your self-esteem.
- 2) Introductions: self, others, topics.
- 3) Communication Process as it relates to effective Natural Resources presentations.
- 4) Communication Triangle as it applies to effective Natural Resources presentations.
- 5) Native Medicine Wheel as it relates to effective Natural Resources presentations.
- 6) Planning and organizing a five minute technical and non-technical Natural Resource presentation.
- 7) Impromptu speeches and thinking on your feet.
- 8) Speaking tips and connecting with various audiences from the public to senior resource manager.
- 9) Reducing anxiety and nervousness.
- 10) Critiquing Natural Resource presentations.
- 11) Debates of current Integrated Resource Management issues.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

None.

ORAL COMMUNICATION
COURSE NAME

FOR366
CODE NO.

V. EVALUATION PROCESS/GRADING SYSTEM

The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.75
B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade – limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see Policies & Procedures Manual - Deferred Grades and Make-up).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

Method of Evaluation:

Attendance	20%
Natural Resource Technical Presentation	20%
Natural Resource Non - Technical Presentation	20%
Improvement	20%
Final Exam	20%
	100%

ORAL COMMUNICATION
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FOR366
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VI. SPECIAL NOTES:

- Special Needs
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- Retention of Course Outlines
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
- Plagiarism
Students should refer to the definition of “academic dishonesty” in *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.
- Course Modification
The instructor reserves the right to modify the course as deemed necessary to meet the needs of students.
- Disclaimer for Meeting the Needs of the Learners
- Substitute Course Information is available at the Registrar’s Office.

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following: