July 26, 1976

COURSE OUTLINE:

LANGUAGE AND COMMUNICATIONS III (ENG 129 MRC)

GENERAL PHILOSOPHY:

This language and communications course is aimed at improving the student's ability to express himself/herself and to give opportunity for discussion and comprehension of topics germane to his/her interests in the field of mental retardation.

COURSE GOALS:

The general objectives or learning goals of this Language and Communications course is as follows:

1. To offer instruction and practice in basic communication skills.
2. To assist students in overcoming their communication problems in order that they may benefit fully from their college studies.
3. To assist student's professional development by applying communications knowledge directly to their skill area.
4. To develop in the student a logical analytic and critical thinking process.
5. To enable the student to improve his/her interpersonal communications so as to communicate more effectively his/her own awareness of himself/herself.

TERMINAL BEHAVIOURAL OBJECTIVES:

On successful completion of this course the student must be able to do the following:

1. Participate in a formal meeting situation using Robert's Rules of Order.
2. Give an informative speech to a professional group.
3. Give an informative speech to a lay group.
4. Participate in an impromptu speaking situation.
5. Chair and participate in a group discussion.
6. Participate in a debate.
7. Prepare an agenda for a meeting.
8. Compose a set of minutes from a meeting.
9. Use the telephone in a professional manner.
10. Write a complete personal resume in attractive and correct format.
11. Write a correct letter of application in reply to a given job situation.

12. Write an intelligible professional communication such as a memorandum or brief report.

13. Demonstrate observation skills.

14. Write a professional behavioural report based on observation.

METHODOLOGY:

1. Lectures: in which the topics will be examined and procedures defined.

2. Analysis: in which the student will distinguish the qualities and devices described in the instructional lectures.

3. Professional writing: applying learned skills to job procurement endeavors in the form of resumes and job application.

4. Seminars: in which the student will practice his/her analytical, logical, and rhetorical skills in oral presentation and discussion.

5. Any other methods or materials deemed by the instructor to be necessary to enable the class and/or the individual student to reach the course objectives, for example: simulation exercises.

SYLLABUS:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to Course</td>
<td>in class</td>
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<tr>
<td></td>
<td>Observation Skills Assignment</td>
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<td>Resume and letter of application assignment</td>
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<td>2</td>
<td>Parliamentary Procedures</td>
<td>hand-out</td>
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<td>Making an agenda</td>
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<td>Taking minutes</td>
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<td>3</td>
<td>Organization of class club</td>
<td>in class</td>
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<td></td>
<td>using Robert's Rules of Order</td>
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<tr>
<td>4</td>
<td>Giving an informative speech for a professional</td>
<td>in class</td>
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<td></td>
<td>group</td>
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<td></td>
<td>8-10 minutes</td>
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<td>selected topic</td>
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<tr>
<td>5</td>
<td>Giving an informative speech for a lay group</td>
<td>in class</td>
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<tr>
<td></td>
<td>8-10 minutes</td>
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<tr>
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<td>same topic as above</td>
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6 Impromptu speaking
    Using the telephone
in class

7 Group discussion
    purpose
    dynamics
    practice
in class

8 Midterm
    Resume and letter of application due

9 Persuasive speaking
    theory and assignments
Audio visual aids
    theory and assignments
Demonstration speech
    theory and assignments

10 Presentations using audio-visual aids (8-10 minutes)

11 Debating matches

12 Presentations using demonstrations (8-10 minutes)

13 Listening skills
    group activities

14 Observation skills
    Assignment presented

15 Final exam
    Student/Teacher feedback

EVALUATION:

Presentations: (5 points each) 50 points
Post tests: (5 points each) 50 points
There will be a post test following each set of presentations

Mid Term 40 points
Final 40 points
Observation Exercise 20 points

Maximum points = 200 points
The "I" grade is intended for students who, in the opinion of the instructor, can benefit from the "make-up" period of instruction.

The "R" grade is given to any student who, in the opinion of the instructor, cannot benefit from the "make-up" period of instruction.

80-100% = A  
70-79% = B  
60-69% = C