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: THIRD

Date: WINTER 1989

Language and Communication Department

Author: N. Koch

New: X  Revision: 

APPROVED: Chairperson

N. Koch  Date: Nov. 25, 88

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PREREQUISITE

To register in English 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 allow students to fulfill reading, writing, problem-solving, speaking and listening objectives at an advanced level. Students will respond to situations presented in scenarios, case studies, or current affairs, with identification of problems, and generation of solutions supported by logical arguments. Students may respond in individual or small group oral presentations and/or short written formats. Emphasis will be placed on student's independent learning skills and on persuasive communication of ideas.

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on written submissions, 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


SUMMARY OF OBJECTIVES

1. Work individually and in groups to analyze a problem, identify possible solutions, select the best option, and present a logical persuasive argument for your choice.

2. Develop skills in finding information through primary and secondary sources.

3. Recognize bias and manipulation in information. ie: (propaganda and advertising techniques, etc.).
4. Demonstrate oral communications skills through presentations of a logical argument to a small group or class.

5. Develop ability to ask clear penetrating questions.

6. Demonstrate skills in writing, editing, and proofreading.

7. Develop skills in constructive feedback techniques by participating in peer evaluation of oral presentations.

INSTRUCTIONAL METHODS

After the general introduction, the course will cover the objectives through the process of reading; analyzing; writing, and speaking. The emphasis will be on reading and analyzing scenarios and problem cases, and current affairs items, writing short responses, letters and commentaries, and speaking both informally and in formal presentations.

The teacher will provide guidance in scenario and case analysis, teach problem solving techniques and methods, assign oral and written tasks, monitor student progress and evaluate presentations and projects.

MAJOR ASSIGNMENTS AND GRADING

Critical review/letters/critiques/responses. 20%

Classroom activities 50%

Oral presentations 30%

DUE DATES

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 fifteen weeks.
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Demonstrate oral communication skills through presentation of
a topical arrangement to a small group of class.

Develop ability to speak clearly and endearing discourse.

Develop skills in writing, editing, and proofreading.

Demonstrate ability in constructing a persuasive, logical argument.

Participating in peer examination of oral presentations.

INSTRUCTIONAL METHODS

After the general introduction, the course will cover the objectives of
the process of reading, analyzing, writing, and preparing speeches. The
students will be on reading and analyzing speeches and preparing reports
corrupless, and preparing brief speeches. Writing short essays, letters, and
presentations, and preparing oral arguments and in formal
presentations.

The teacher will provide guidance and assistance in analyzing and case analysis, speech
preparation, writing speeches, and methods; analysis of oral and written tests.
Projecting student progress and assistance in presentations and planning
multiple study programs.

MATERIALS AND GRADING

Classroom activities/assignments/assignments.

Classroom activities.

Other presentations.

DUE DATES

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

TIME FRAME

Advanced Communication Skills (ENR 375-3) involving two periods per
week for fifteen weeks.