

I. COURSE DESCRIPTION:

This course will help students to develop the fundamental communication skills required for success in a variety of college post-secondary programs and the world of work. Emphasis is placed on the consolidation of reading, writing, speaking and listening skills through a review of grammar and mechanics, reading and responsive writing, summary writing, research and documentation skills, and in-class presentation.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. **Read with Understanding for Various Purposes:** to evaluate information, ideas, issues and styles of a variety of informational texts and literary pieces

Potential Elements of the Performance:

- Comprehend material using a wide variety of reading strategies
- Select and use specific and significant evidence from texts to support judgments and arguments.
- Assess information from a research report to write a summary
- Interpret explicit and implicit information in texts and media works
- Identify bias and examine alternative points of view
- Analyze author's use of language, syntax and literary devices and elements of design to organize and present ideas.

2. **Write Clearly to Express Ideas:** to produce unified and effective written work by using different sources for gathering information, selecting appropriate forms of writing, and choosing from a range of organizational structures.

Potential Elements of the Performance:

- Investigate topics using information and ideas from a variety of sources; determine reliability, credibility and suitability to the form and purpose of writing.
- Select and use appropriate forms, voice, language and vocabulary, structures and organization to produce written work for specific audiences and purposes.
- Appropriately cite research information
- Use correct mechanics (grammar, punctuation and spelling) with or without the use of handbooks, dictionaries, etc.

3. **Speak and Listen Effectively:** to process and use oral

communications effectively.

Potential Elements of the Performance:

- Use appropriate language, vocabulary, technique and materials to effectively present ideas to specific audiences and for specific purposes.
- Contribute to and lead discussions
- Connect ideas and arguments to other knowledge, make inferences and summarizes important ideas
- Record key information
- Detect fact, opinion and omission in oral presentations; assess validity of arguments, evidence and conclusions

4. **Interpret the Media Effectively:** to assess a variety of media works and to create one type of media works.

Potential Elements of the Performance:

- Distinguish between explicit and implicit messages in the media
- Explain how media is used to influence people and how different audiences react to different media works
- Explore connections between media and industry/government codes and regulations
- Create a media piece (newsletter, journal, commercial, etc.)

III. TOPICS:

1. Reading
2. Writing
3. Speaking and Listening
4. Media Studies

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

The Bare Essentials, Form A (6th Ed.). S. Norton and B. Green. Thomson-Nelson (2006).

The Canadian Writer's Workplace (5th Ed.). G. Lipschultz, J. Roberts, J. Scarry, S. Scarry. Thomson-Nelson (2004).

Advancing Vocabulary Skills, Short Version (2nd Ed.). D. Goodman, S. Nist, C. Mohr. Townsend Press (1997).

Various modules provided by the Academic Upgrading office.

V. EVALUATION PROCESS/GRADING SYSTEM:

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| Grammar, vocabulary, mechanics tests and quizzes | 30% |
| Media Studies Module (responsive writing and project) | 35% |
| Research, Writing and Documentation (incl. summary writing, research paper, and in-class presentation) | 35% |

The following semester grades will be assigned to students in Academic Upgrading:

| Grade | <u>Definition</u> |
|--------------|---|
| A+ | 90 – 100% |
| A | 80 – 89% |
| B | 70 – 79% |
| C | 66 – 69% |
| F (Fail) | 65% and below |
| W | Student has withdrawn from the course without academic penalty. |

VI. SPECIAL NOTES:**Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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 postsecondary 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/program, as may be decided by the professor/dean. 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 Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

This course is a continuous intake course; therefore, the typical “semester” guideline does not apply.