

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

COURSE OUTLINE

Course Title: ENRICHED COMMUNICATION SKILLS

Code No.: ENG 190-3

Program: DIPLOMA NURSING

Semester: FIRST

Date: FALL 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED: *N. Koch*
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Date

PHILOSOPHY/GOALS (COURSE DESCRIPTION)

The course aims at enriching reading, writing and presentation skills. Students' critical and creative thinking strategies and interpersonal skills will also be enhanced. These higher level communication skills are required by students employed in health care settings.

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their essay assignments, comprehension and vocabulary tests, oral presentation skills and employment package.

The following grade symbols will be used in recording final grades:

- "A+" - consistently outstanding
- "A" - outstanding
- "B" - above average
- "C" - satisfactory
- "R" - **repeat** (The student has not achieved the required objectives and must repeat the course.)

Note: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

TEXTBOOK AND SUPPLIES

1. Webster's New World Dictionary, college edition, General Publishing Company.
2. Process and Practice: The Canadian Writing Workbook by Ronald Conrad, third edition.
3. Roget's Thesaurus.
4. Students will be required to purchase two overhead transparencies and a black or blue non-permanent, water soluble transparency pen (available in the Campus Shop.)

COURSE OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. write brief, coherent essays using a number of expository techniques to serve a specific audience.
2. summarize, and critically analyze a variety of materials.
3. read, comprehend and show vocabulary development at an advanced level.
4. deliver well-organized, coherent, effective oral presentations, using visual aids where appropriate.

5. prepare an effective job-application package which demonstrates good interpersonal skills and includes the letter of application, resume and an interview.

INSTRUCTIONAL METHODS

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 and Review of Library Skills
2. Employment Package: 20%
 - a) first draft of personal resume
 - b) typed copy of personal resume
 - c) covering letter/letter of application
 - d) interview (videotaped)
3. Research Essays 25%
4. Summary Writing/Critical Analysis 20%

Summarize and critically analyze one article, to be used in preparation for the oral presentation
5. Oral Presentation using persuasive techniques 25%
6. Attendance and Participation in classroom activities and discussion 10%

TIME FRAME

Communication Skills ENG 190-3 involves three periods per week for sixteen weeks.

