

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COMMUNICATION SKILLS
Code No.: ENG 120-3
Program: All Post Secondary Programs
Semester: First Semester
Date: Fall, 1983
Author: Language and Communications Department

New: _____ Revision: x

APPROVED:

Nelson Koch
Chairperson

Sept. 1983
Date

CALENDAR DESCRIPTION

COMMUNICATION SKILLS

Course Name

ENG 120-3

Course Number

PHILOSOPHY/GOALS:

The course aims at achieving a standard of reading and writing skills appropriate to College studies. Students will begin the course at a level determined by pre-tests designed to measure reading comprehension, vocabulary development and expository writing skills.

METHOD OF ASSESSMENT (GRADING METHOD):

Students will be assessed on the basis of their writing and editing assignments, summaries, comprehension and vocabulary tests, reading lab exercises (where applicable) and final tests.

Letter grades will be assigned in accordance with the college grading system.

A detailed description is included in the course outline.

TEXTBOOK(S):

Webster's New World Dictionary, Collins

The Least You Should Know About English, Form A, 2nd Edition,
Glazier

A Reader for College Writers, R. E. Loewe

COURSE OBJECTIVES:

On completion of the course students will be able to:

Write clear, concise, grammatically correct sentences in a variety of standard sentence patterns, i.e., natural order, inverted order, split order, simple, compound, complex, compound-complex.

Write unified, emphatic, well-organized paragraphs embodying a number of expository techniques to serve a specific audience, i.e., process analysis, comparison and contrast, cause and effect.

Produce accurate summaries of the important ideas in a variety of written materials.

Demonstrate acquisition of vocabulary development techniques (dictionary use, context, personal glossary.)

Read at a level consistent with post-secondary work.

INSTRUCTIONAL METHODS:

Topics:

*NOTE: These topics sometimes overlap several areas of skill development, and therefore are not intended to be dealt with always in isolated learning units, or necessarily in this order.

1. Introductory Testing
2. Review of Grammar and Spelling Fundamentals

With assistance from the instructor, students will be responsible for the on-going practice of grammar fundamentals according to their individual needs. These needs will be identified from students' writing.

3. Sentence Patterns
(As stated in the objectives)
4. Vocabulary Skills
 - a) Using the dictionary.
 - b) Understanding words in context.
 - c) Developing a personal glossary.
5. Reading and Writing Expository Material
 - a) Process Analysis
 - b) Comparison and Contrast
 - c) Cause and Effect
6. Summary Writing
7. Reading Lab

Where pretest results indicate a need for reading development, students will be required to use materials in the Reading Lab outside of scheduled English class hours. These students will review their lab progress with their instructors on a regular basis.

Major Assignments and Testing:

Students will be evaluated on five written and revised assignments. (3 expository assignments and two summaries.)

Students will also be evaluated on grammar fundamentals and editing skills (two editing exercises), reading comprehension vocabulary and dictionary skills.

Students who require work in the reading lab will be expected to meet one of the following criteria to successfully complete the reading lab component:

- a) Achievement of a 12.0 comprehension score on the Nelson-Denny Reading Test.
- b) Completion of three successive reading levels in the guided reading program with an average comprehension score of 80%. (Level "J" minimum).

Course objectives will be tested at the end of term. The final tests will include expository writing, summary writing and an editing exercise.

Assignment Format Requirements:

All student assignments must be double-spaced and typed or very neatly printed (using upper and lower case letters). Students will be expected to write on one side of a standard 8½" x 11" sheet of white paper and to leave appropriate margins (1½" top and left margins, 1" bottom and right margins).

Evaluation:

Writing assignments will be marked A, B, C, or Revise. Assignments submitted late will be penalized.

Attendance:

Regular attendance is a requirement of the course. Absences will affect your learning and your final grade. Make-up tests will be given only in cases of serious illness or emergency.

Time Frame:

Communication Skills involves three periods per week for seven-teen weeks.

Advanced Credit:

Students whose preliminary reading test results and first writing assignments warrant it, will be granted advanced credit for the course. Students who have completed a similar course at the post-secondary level should consult the Co-ordinator, Language and Communication and Social Science, for possible acceptance of course credit at this college.