

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

Course Title: Communications

Code No.: Eng 93

Semester: Winter

Program: Access Programs

Author: The Access Team

Date: August 1998 Previous Outline Dated: January 1998

Approved: Judith Morris June 1998
Dean Date

Total Credits: 6

Prerequisite(s): None

Length of Course: 6 hrs./week Total Credit Hours: 102

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Access, (705) 759-2554, Ext. 516

I. COURSE DESCRIPTION:

This course gives students an opportunity to develop their reading, writing, listening and speaking skills in preparation for entry into post-secondary courses. A variety of teaching methods - small group lessons, individualized learning packages, lectures - will be used to assist students in completing the required assignments. The students will become familiar with the services offered in the school library and will develop basic research and documentation skills. Students are encouraged to make reading and writing a rewarding personal daily activity and to recognize that improvement in communication skills comes by practice and commitment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning Outcomes:

1. Read for various purposes
2. Write for various purposes
3. Process oral, visual and written communications
4. Develop dictionary skills
5. Solve communications challenges independently and collaboratively

B. Learning Outcomes and Elements of the Performance:

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

1. Read for various purposes

Potential elements of the performance:

- identify stated and implied main ideas
- identify supporting details
- develop vocabulary strategies
- use context clues to understand word meanings
- make logical inferences
- draw conclusions
- preview reading material
- determine writer's purpose
- determine writer's audience
- research information
- locate, collect and evaluate information from a variety of sources

LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE**(Continued):**

2. Write for various purposes

Potential elements of the performance:

- identify and use all steps in writing process - prewriting, revising, editing and proofreading
- write unified and coherent paragraphs
- write topic sentence supported by relevant, specific details and appropriate concluding sentences
- use various methods of paragraph development (expository style)
- employ APA documentation
- document information from a variety of sources
- design and develop title pages
- review and practice skills developed in Eng 91 and Eng 92
- demonstrate grammatical skills through accurately written products

3. Process oral, visual and written communications

Potential elements of the performance:

- identify speaker's main idea and supporting details
- recall what is heard long enough to record it
- analyze and combine non-verbal communication (emotional response)
- respond to messages, instructions and directions
- ask and answer questions coherently and concisely
- analyze impact of message on intended audience
- prepare and present a formal summary of a personal anecdote

4. Develop dictionary skills

Potential elements of the performance:

- locate words using guide words
- identify sounds using pronunciation key
- identify parts of speech
- identify abbreviations
- identify plural forms and word endings
- identify English language usage from slang to formal
- understand that a word has more than one meaning
- identify etymology of words
- use thesaurus effectively

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued):

5. Solve communications challenges independently and collaboratively

Potential elements of the performance:

- identify group roles (recorder, presenter, timekeeper and facilitator)
- participate effectively in each of the group roles
- complete your responsibility to your group activity
- evaluate own and other's participation in group activity

III. TOPICS:

1. Spelling and dictionary/thesaurus use
2. Reading comprehension and vocabulary skills
3. Effective sentence writing and sentence combining
4. Paragraph development
5. Library (research) skills
6. Documentation in research paragraphs
7. A review of parts of speech

The Student Evaluation/Tracking Sheet will be provided by the instructor.

IV. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. Bare Essentials
2. Advancing Vocabulary Skills – Short Version
3. Gage Canadian Dictionary - It is recommended that students purchase this dictionary and bring it to class regularly. It is available in the College bookstore. This dictionary is also required in the College post-secondary English courses, so it will be a good investment.

Additional Resource Material Available:

1. SRA Reading Lab
2. Roget's Thesaurus
3. Six-Way Paragraphs

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat - The student has not achieved the objectives of the course, and the course must be repeated	(less than 60%)