

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

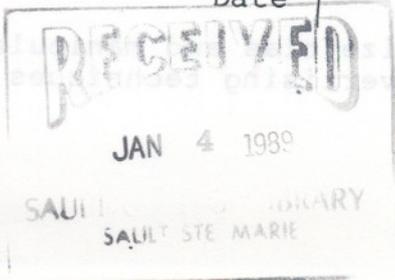
Date: WINTER 1989

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED: N. Koch  
Chairperson

Date Nov. 25/88



**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**

The Elements of Public Speaking, Third Edition, by Joseph A. DeVito, Harper and Row.

**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.

