

To: Library

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 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED: N. Koch
Dean

1990 01 24
Date

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 helps 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. They identify problems, and generate 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 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 required objectives and must repeat the course.)

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. i.e.: (propaganda and advertising techniques, etc.).
4. Demonstrate assertive 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.

.../con'd.

7. Develop skills in constructive feedback techniques by participating in peer evaluation of oral presentations.

TOPICS TO BE COVERED:

- TOPICS:**
1. Assertiveness
 2. Inductive/deductive reasoning
 3. Syllogism and fallacy
 4. Propaganda
 5. Barriers to effective communication
 6. Seminar presentation
 7. Report writing
 8. Constructive evaluation

INSTRUCTIONAL METHODS

After the general introduction, the course will cover the objectives through the process of reading; analyzing; writing and speaking, both formally and informally. The emphasis will be on reading, role playing and analyzing scenarios and problem cases.

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.

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.

EVALUATION METHODS

- 25% Participation (20% class participation; 5% evaluation of oral presentations)
- 25% Oral presentation
- 15% Written report
- 15% In-class quizzes
- 10% Assignment
- 10% Roleplaying

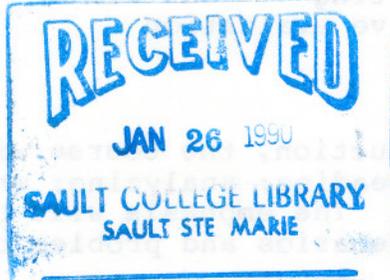
ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION:

(These references will be distributed the first week of class.)

7. Developing skills in constructive feedback techniques by participating in peer evaluation of oral presentations.

TOPICS TO BE COVERED:

- TOPICS:
1. Assertiveness
 2. Inductive/deductive reasoning
 3. Syllogism and fallacy
 4. Propaganda
 5. Barriers to effective communication
 6. Seminar presentation
 7. Report writing
 8. Constructive feedback



INSTRUCTIONAL METHODS

After the general intro through the process of formal and informal playing and analyzing. 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.

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.

EVALUATION METHODS

- 100 Roleplaying
- 100 Assignment
- 150 In-class quizzes
- 150 Written report
- 150 Oral presentation
- 250 Participation (10% class participation)
- 250 Evaluation of oral presentations

ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION:

(These references will be distributed the first week of class.)