



Queensland, Australia

<b>Course Code:</b>	<b>COM200A</b>
<b>Course Name:</b>	<b>Communication Skills 1</b>
<b>Semester:</b>	<b>Semester 1, 2016</b>
<b>Program:</b>	Certificate IV Tertiary Preparation Program
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Elizabeth Naish
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#### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.	
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#### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

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#### Prerequisites

Please note: COM200A is a prerequisite for course COM201A. This means that you need to achieve a Pass or above to progress to COM201A.

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#### Brief Course Description

This course introduces students to the skills necessary to operate successfully in a tertiary environment. The skills apply across disciplines and focus on developing advanced reading, writing, listening and speaking skills to ensure that students are able to successfully participate and communicate in an academic environment. The course will also introduce students to skills in managing time and in developing independent learning skills as well as the requirements of academic research and integrity.

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#### Rationale

Tertiary study requires advanced reading and writing skills, therefore, Communication Skills 1 helps students to develop the necessary skills such as paragraph writing, researching, academic integrity and discussions to be successful in their future studies.

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#### Aims

This course aims to assist students in developing academic specific reading and writing strategies and as such systematically introduces vocabulary, typical sentence and organisational structures found in academic texts. It also aims to teach students how to recognise these features in readings, and to use this knowledge to help with their comprehension. The vocabulary, sentence and organisational structures observed within these texts will also be used to develop students' ability to write in an academic manner.

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#### Learning Outcomes

Upon successful completion of this course students will be able to:

1. Demonstrate a broad knowledge of communication in an academic and professional environment
2. Identify and analyse the characteristics of academic and professional communication
3. Demonstrate reading and writing skills required in routine and non-routine academic and professional tasks
4. Demonstrate speaking and listening skills required in routine and non-routine academic and professional tasks
5. Demonstrate an ability to apply communication knowledge and skills and participate appropriately and successfully in an academic and professional environment.

### Texts and Supporting Materials

Texts and Supporting Materials

You are required to purchase the following resources for this course-

#### Textbook

Turner, K., Ireland, L., Krenus, B., & Pointon, L. (2012). *Essential Academic Skills - Second Edition*. Oxford University Press:Australia.

Please note this textbook is also used in COM201A Communication Skills II and 1201QBT Academic and Professional Skills.

#### Workbook

COM200A Communication Skills I, Compiled by Erin Barclay, Christine Eckert, Elizabeth Naish and Lorna Sedman

### Organisation and Teaching Strategies

As this course is practical and designed to help you learn in a step by step manner, during the four (4) hours of class time each week you will constantly be engaged in critical thinking, reading and writing activities. These activities are designed to deepen your understanding of and develop your skills and abilities on the topics being taught. You will also be encouraged to raise questions and discuss issues in class time.

#### Class Contact Summary

##### Attendance:

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions. You are encouraged to attend and participate in all classes throughout the semester.

##### Participation in Class:

During classes each week you are expected to actively participate in exercises and discussions related to the current topic.

##### Consultation Times:

Attendance during consultation times is optional but you are encouraged to use this extra help to improve your learning outcomes.

##### Course Materials:

Lecture notes will be made available to you on the Learning@Griffith College site on the student portal and you are advised to print these out before each class. You are expected to bring these lecture notes and your workbook with you to each class week so that extra notes can be added and portfolio activities can be completed.

##### Independent Learning:

Throughout this course you will be encouraged to take personal responsibility for managing your own learning and your own time. You will also be expected to reinforce your learning from class time by undertaking sufficient independent study {approximately 6 hours per week outside of class time} so that you can achieve the learning outcomes of the course. Independent Learning tasks include completing the required tasks for portfolio assessment and exam preparation

##### Program Progression:

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

### Content Schedule

#### Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Expectations of a Western University	Class	Textbook: Chapter 1
	Time Management Skills	Class	
	Critical Thinking	Class	
	Active Reading	Class	
	Getting to know you	Laboratory	Computer Lab
	Active Learning and Academic Integrity	Class	
2	Active Participation	Class	Textbook: Chapter 3
	Study Planning	Laboratory	Computer Lab
	Note Taking– During the Lesson	Class	
	Academic Integrity	Class	
	Academic Vocabulary and Revision	Class	
3	A Simple Paragraph	Class	
	Identifying Main Ideas	Class	Textbook: pp. 129-132

	Constructing an Academic Paragraph	Class	
	Academic Vocabulary and Revision	Class	
	Credible and reliable sources	Laboratory	Computer Lab
	Evaluating Academic Research	Class	
4	Understanding how to Cite a Source	Class	
	Academic Vocabulary and Revision	Class	
	Introducing Evidence	Class	Textbook: pp. 96-99
	Identifying Quotations	Class	Textbook: pp. 103 - 106
	Direct Quotations	Class	
	Direct Quotations and Academic Integrity	Class	
	Quoting from the required reading	Laboratory	
5	Paraphrasing	Class	Textbook: pp. 99-102
	Academic Vocabulary and Revision	Class	
	Using Your own Words in an Academic Assignment	Class	
	Citing Sources	Class	
	Paraphrasing from the Required Reading	Laboratory	
6	Academic Vocabulary and Revision	Class	
	Developing and Organising One Idea per Paragraph	Class	Textbook: pp. 149-155
	Topic Sentences	Class	
	Constructing an Academic Paragraph	Class	Textbook: pp. 118-127
	Exam Revision	Class	
	Text types and learning to listen	Laboratory	
7	Writing in Rich Detail	Class	
	Mid Semester Exam	Examination	
	Reflecting on the Exam	Laboratory	
8	Academic Vocabulary and Revision	Class	
	Sentences that Conclude a Paragraph	Class	
	Relating Topic Sentences to Position Statements	Class	
	Signpost Words - Transition Signals	Class	
	Position Statements and Academic Paragraphs	Class	
	Oral Presentations - Topic and Group Selection	Laboratory	Computer Lab
9	Copyright	Class	
	Plagiarism and Integrity	Class	
	Discussion and Presentations	Class	
	Draft Assignment due	Assessment	
	Editing and Proof Reading	Class	
	Oral Presentation Preparation	Laboratory	Computer Lab
10	Editing and Assignment	Class	
	Techniques of Proof Reading	Class	
	Bibliographic Details and Reference Lists	Class	
	Impersonal Language	Class	
	Oral Presentation Preparation	Laboratory	Computer Lab
11	Reports	Lecture	
	Final Paragraph Assignment Due	Examination	
12	Presenting to the Class	Class	Textbook: pp. 219-234
	Oral Presentations Due	Examination	
13	Practice Exam Questions	Class	
14	End of Semester Exam	Examination	

## Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Various computer activities	10%	1,2,3&5	2 - 6
2	Planners	2%	1,2,3and5	2-6
3	Week 3 quiz (listening/note taking)	2%	TBA	TBA
4	Week 4 quiz (academic integrity/paragraphs)	2%	TBA	TBA
5	Mid Semester Examination	25%	1,2,3&5	7
6	Draft Assignment	5%	1-3&5	9
7	Paragraph Assignment	20%	1,2,3,&5	11
8	Group Presentations	20%	All	12
9	Final Examination	20%	1,2,3&5	14
10	Week 5 Quiz (quoting/citations)	2%	TBA	5
11	Week 6 Quiz (paraphrasing/text types)	2%	TBA	6

### Assessment Details

The assessment for this course is designed to allow you to develop and demonstrate the academic skills taught throughout the course. You are advised to attempt all assessment items to ensure you have the best possible opportunity to successfully complete the course. The following sets out the assessment requirements for this course:

#### Computer Lab Activities

A compilation of short activities which will be completed in the Computer Lab with the aid of the teacher. A demonstration of the benefits of weekly and semester planners will be provided in Week 2 and subsequent weeks focus on the core skills required to pass the course. All completed activities are submitted to Turnitin. Students who are absent from class, or do not complete the activity within the hour, have until the end of the day of their class to submit the activity to Turnitin. The objective is to develop skills progressively with practical application of skills discussed in the lecture. Computer Lab items relate to major course skills and contribute to the development of learning outcomes 1, 2, 3 and 5.

#### Mid Semester Exam

Your mid-semester assessment is held Week 7. It will consist of short answer questions and pieces of reading and writing designed to demonstrate learned skills. This assessment item will assess the level of understanding and practical skills developed from lectures and activities over weeks 1 to 6. This item reflects learning outcomes 1, 2, 3, and 5.

#### Group Presentation

You will be given the opportunity to develop team work, presentation and oral communications skills through the delivery of a short group presentation based on a topic provided by your teacher. In small groups of three or four, you will showcase your creativity while thinking about your target audience, delivery method and audience participation. You will be required to research your topic and provide factual, accurate, unbiased and informative information. Your presentation will be due in Week 12 of semester and reflects all learning outcomes.

#### Draft Paragraph Assignment

You are required to submit your draft Paragraph Assignment electronically via Griffith College's collusion detection tool {Turn It In}. Your teacher and class mates, will provide feedback on the content, use of evidence/research, structure and clarity and presentation of their paragraph assignment. Your teacher will also provide you with feedback on areas that could be improved. You will then be expected to review the feedback you have been provided and to make necessary changes to increase the quality of your Individual Paragraph Assignment before the final version is submitted in Week 11. This assessment item allows you to combine skills learnt over the semester and demonstrate these skills. This assessment reflects learning outcomes 1, 2, 3 and 5.

#### Individual Paragraph Assignment

You will write a position statement and three body paragraphs, in a 500 word (approximately) assignment. This is due prior to the start of class in Week 11. You will use the required reading provided and three other academic sources from your own research to write your own position statement and three complete relevant and

coherent academic paragraphs on the topic provided. You will be required to submit your assignment electronically via Griffith College's collusion detection tool (Turn It In). This short paragraph assignment assesses the academic writing process including the technical skills of referencing, citation, and paragraphing as well as research and critical thinking skills. This assessment item allows you to combine skills learnt over the semester and demonstrate these skills. This assessment reflects learning outcomes 1, 2, 3 and 5.

### **Final Examination**

This examination may consist of short answer questions, a proof reading activity and a reference list activity and will be held in Week 14 of the semester. This examination is a practical assessment of the skills and theory covered during the entire course. This item incorporates learning outcomes 1, 2, 3 and 5.

Combined, the assessment items contribute to the development of all Griffith College generic skills listed below.

### **Submission and Return of Assessment Items**

You must submit written portfolio & assignment assessment according the requirements given to you and outlined in each of the assessment criteria.

Normally you will be able to access your results within fourteen [14] days of the due date for submission of the assignment. ALL assessment submitted in this course must be retained by Griffith College as directed by the Australian Skills Quality Authority (ASQA) made under section 28 (1) of the National Vocational Education and Training Regulator Act 2011

### **Retention of Originals**

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

### **Extensions**

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

### **Assessment Feedback**

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

### **Generic Skills**

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

<b>Generic Skills</b>	<b>Taught</b>	<b>Practised</b>	<b>Assessed</b>
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	Yes
Information Literacy	Yes	Yes	
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking	Yes	Yes	
Academic Integrity	Yes	Yes	Yes
Self Directed Learning	Yes	Yes	Yes
Team Work	Yes	Yes	Yes
Cultural Intelligence		Yes	
English Language Proficiency	Yes	Yes	Yes

### **Additional Course Generic Skills**

#### **Additional Course Information**

##### **Teacher and Course Evaluations**

The majority of students are very satisfied with the teaching and the teachers in the course. Students have appreciated learning how to write academically and become active learners. Course improvements have been made to ensure that students are rewarded with good marks for their hard work by making practice exams available and ensuring the classroom activities and essay topics are very similar to the mid semester and final exams.

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

#### **Academic Integrity**

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an

honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

### ***Risk Assessment Statement***

There are no known out of the ordinary risks associated with the delivery of this course.

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