**CAMOSUN COLLEGE**
*School of Access*
*ELD Department*

*e-Work Small Talk --- RESTRICTED EWRK*
*EWRK-102-DX01 (67277)*
*Summer 2012*

**COURSE OUTLINE**

**The calendar description is available on the web @**
http://camosun.ca/learn/calendar/current/web/ewrk.html#EWRK102

Ω *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

**Instructor Information**

| | | |
|---|---|---|
| **(a)** | **Instructor** | Heather del Villano |
| **(b)** | **Office hours** | By appointment as necessary |
| **(c)** | **Location** | Online, via skype, on the phone |
| **(d)** | **Phone** | 250 661 1512      **Alternative:** |
| **(e)** | **E-mail** | delvillanoh@camosun.ca |
| **(f)** | **Website** | https://online.camosun.ca/d2l/lp/homepage/home.d2l?ou=6654 |

**Course outline**
Delivery mode: online group study
Time: 35 hours
Duration: Seven weeks
Prerequisite: CLB 7 or above

**Overview**
This course is about learning how to 'chat' successfully in the workplace. The language and techniques presented in each lesson will help you build strong skills essential for communicating informally in the workplace.

There are six lessons in the course. Lessons one to five focus on developing your speaking and listening skills so you can communicate well to different people in different ways. Lesson one introduces small talk basics: why and where we make small talk, and choosing and practicing with appropriate topics. Lessons two and three focus on types of questions and techniques used for starting and keeping a conversation going. Lesson four looks at how to be a good listener. Lesson five teaches small talk 'delaying' techniques, body language and how to tell a story. All five lessons include practice exercises and quizzes for each of the topics and discussion board activities and assignments. They also contain practice exercises and quizzes that focus on developing the following skills: vocabulary, pronunciation, grammar and listening through dictation. In lesson six, you work on a number of tasks to consolidate and apply the skills you've learnt in lessons one to five.

**Learning Outcomes**
The Canadian Language Benchmarks outcomes this course helps you achieve are:

- express and respond to expressions of friendliness. (CLB 9)
- manage a conversation: use strategies to keep the conversation going, check comprehension, encourage participation. (CLB 8)

- maintain conversations by asking follow-up questions, confirming comprehension by repeating and summarizing. (CLB 7)
- tell an anecdotal story about a past event. (CLB 7, 8)

If you want to know more about these benchmarks, go to the Canadian Language Benchmarks site.

## Evaluation
To receive a letter of completion for this course, you must complete at least nine of the twelve (75%) course discussion board activities and assignments.

## Expectations
Your instructor will reply to most emails, discussion posts and assignments within twenty-four to forty-eight hours during the work week.
Your instructor will post guidelines and due dates for all discussion posts and individual assignments in the 'News Item' section on the course home page.
Your perspective on the course content and structure is very important to us. After lesson three and at the end of the course, your instructor will email you 'course feedback' questions for you to answer and share your experience of the course.

## A. Grading System

| | Standard Grading System (GPA) |

| X | Competency Based Grading System |

### STUDENT CONDUCT POLICY

> There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
> http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf

### ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf

**The following two grading systems are used at Camosun College:**

**1. Standard Grading System (GPA)**

| Percentage | Grade | Description | Grade Point Equivalency |
|---|---|---|---|
| 90-100 | A+ | | 9 |
| 85-89 | A | | 8 |
| 80-84 | A- | | 7 |
| 77-79 | B+ | | 6 |
| 73-76 | B | | 5 |
| 70-72 | B- | | 4 |
| 65-69 | C+ | | 3 |
| 60-64 | C | | 2 |
| 50-59 | D | | 1 |
| 0-49 | F | Minimum level has not been achieved. | 0 |

**2. Competency Based Grading System (Non GPA)**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

| Grade | Description |
|---|---|
| COM | The student has met the goals, criteria, or competencies established for this course, practicum or field placement. |
| DST | The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. |
| NC | The student has not met the goals, criteria or competencies established for this course, practicum or field placement. |

**B.   Temporary Grades**

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf for information on conversion to final grades, and for additional information on student record and transcript notations.

| Temporary Grade | Description |
|---|---|
| I | *Incomplete*:  A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family. |
| IP | *In progress*:  A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course. |
| CW | *Compulsory Withdrawal*:  A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. |