



CAMOSUN COLLEGE
School of Access
English Language Development Department

ELD 074-005 Academic Communication Skills
Fall 2019 (Sept. 4 to Dec. 4, 2019)

COURSE OUTLINE

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic or professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, explore career options, and speak clearly. <http://camosun.ca/learn/calendar/current/web/eld.html>

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 other post-secondary institutions.

1. Instructor Information

- a) **Instructor:** Judith Hunt
- b) **Office Hours:** Wednesday from 4:30 – 5:30 or by appointment
- c) **Office Location:** Ewing 206
- d) **Phone:** 250-370-3469
- e) **E-mail:** huntj@camosun.bc.ca

2. Intended Learning Outcomes

- a) **Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community.**
 - Use spoken English that is easy to understand.
 - Use appropriate vocabulary and register in spoken English.
 - Ask questions relevant to content.
 - Use appropriate language and strategies in discussions.
 - Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
 - Summarize information from classroom presentations and lectures.
 - Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports.

- b) **Understand and communicate effectively in the Canadian community and the post-secondary classroom.**
 - Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
 - Collaborate with others in group tasks and discussions.

- Ask appropriately for clarification from teachers, fellow students, and members of the community.
- Demonstrate the ability to communicate effectively with native speakers in the community.

3. Required Materials

a) **Text:** *Contemporary Topics 2 (4th edition)* by Ellen Kisslinger – Pearson Education, 2017

b) Other

- Headphones with microphone for recording your voice
- Three-ring binder with lined loose-leaf paper
- USB flash drive for saving course work and presentations
- Poster paper for oral presentation may be required

4. Class Hours and Location: Monday	6:00 – 8:20	Young 317
Wednesday	6:00 – 7:20	Young 317
	7:30 – 8:20	Ewing 110 (lab)

5. Basis of Student Assessment

Your mark will be based on a variety of formal and informal listening and speaking assignments given over the course of the semester. You must complete all assignments to fulfill the requirements of this course.

Listening

▪ Listening quizzes	10 marks
▪ Note taking and summarizing	15 marks
▪ Listening comprehension tests (2)	<u>20 marks</u>
	45 marks

Speaking

▪ Short Presentations (2)	10 marks
▪ Speaking Assignments	20 marks
▪ Final Presentation	<u>15 marks</u>
	45 marks

Participation and Homework 10 marks

TOTAL: 100 marks

6. Grading System

Camosun College Standard Grading System

Percentage	Grade	Description	Grade Point Equivalency (for GPA)
90-100	A+	Superior level of achievement	9
85-89	A		8
80-84	A-		7
77-79	B+	High level of achievement	6
73-76	B		5
70-72	B-		4
65-69	C+	Satisfactory level of achievement	3
60-64	C	Sufficient level of achievement to proceed to next level	2
50-59	D	Minimum level – a D grade cannot be used as a prerequisite	1
0-49	F	Minimum level has not been achieved	0
	I	Incomplete due to extenuating circumstances	

7. Recommended Materials to Assist Students to Succeed throughout the Course

Access to computer or smart phone for listening and speaking practice

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.