



**CAMOSUN COLLEGE**  
**Access/ELD**

**ELD 074 – 003**

**ACADEMIC COMMUNICATION SKILLS**

**COURSE OUTLINE**

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The calendar description is available on the web @ <https://online.camosun.ca/d2l>

*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.*

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**1. Instructor Information**

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|-------------------------|---|
| <b>(a) Instructor</b>   | Bruce McCormack   |
| <b>(b) Office hours</b> | Monday, Tuesday, Thursday 2:00 – 2:30 p.m. & 5:30 – 6:00 p.m.           |
| <b>(c) Location</b>     | Ewing 210   |
| <b>(d) Phone</b>        | 250-370-3454 <b>Alternative:</b>  |
| <b>(e) E-mail</b>       | <a href="mailto:mccormac@camosun.bc.ca">mccormac@camosun.bc.ca</a>      |
| <b>(f) Website</b>      | <a href="http://online.camosun.ca/d2l">http://online.camosun.ca/d2l</a> |

**2. Intended Learning Outcomes**

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

**Course Description:**

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic/professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, and speak clearly.

Successful completion of ELD 074 prepares students to deal with the demands of college level courses in all disciplines. Students not only improve their academic speaking, listening, and note-taking abilities but also learn the cultural and behavioural expectations of the Canadian post-secondary classroom and work environment. By interacting with the class instructor, guest instructors, and other students, students develop the confidence and ability to participate fully in academic and professional environments.

**Important Note:** A passing grade in **both ELD 072 and ELD 074** is required in order to register in ELD 092 and ELD 094 together. Students who pass ELD 072 but NOT ELD 074 may register in ELD 092, but must pass ELD 074 before taking ELD 094.

## Learning Outcomes:

*At the successful completion of this course students will be able to:*

1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community:
  - a. Use spoken English that is easy to understand.
  - b. Use appropriate vocabulary and register in spoken English.
  - c. Ask questions relevant to content.
  - d. Use appropriate language and strategies in discussions.
  - e. Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
  - f. Summarize information from classroom presentations and lectures.
  - g. Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports.
  
2. Understand and communicate effectively in the Canadian community and the post-secondary classroom:
  - a. Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
  - b. Collaborate with others in group tasks and discussions.
  - c. Ask appropriately for clarification from teachers, fellow students, and members of the community.
  - d. Demonstrate the ability to communicate effectively with native speakers in the community.

## Course Structure:

Students learn best by being actively engaged in the course. They participate not only by attending class, but also by being actively involved with the instructor and other students in the course. This creates a supportive environment that encourages individual learning and enables each student to offer contributions and benefit from the experience and opinions of others.

To be successful in college level work, students also need to be able to work independently. Therefore, in addition to in-class work with the instructor and homework completed outside of class, students will also work independently at times, in small groups or individually, to prepare or carry out specific activities. Instructors schedule **Independent Learning** sessions during class hours, and participation in these sessions will form part of the final grade in the course.

**Evaluation:** Your mark will be based on both formal and informal listening and speaking assignments and tasks that will be given over the course of the semester.

## 3. Required Materials

(a) Texts -

**Coursepack – ELD 074 Academic Communication Skills – Bruce McCormack**

Other - **A headset of some kind for use in the lab. If you already have one, test it in our lab on day 1 to be sure to work. Otherwise,** Stereo Headset & microphones are available in the Fisher Building Bookstore.

**A three ring binder** with index tabs and lined, loose-leaf paper.

(b) **A simple folder** (\$1.99 in the bookstore) for submitting your **Note-taking assignments**. (I'll show you a sample.) Students may also need materials for making visual aids for presentations.

## 4. Course Content and Schedule

### Course Time & Location(s):

**Tuesday 2:30 to 3:50 in Fisher 216/ Lab 4:00 to 4:50 in Ewing 100**

**Thursday 2:30 to 4:50 in Fisher 216**

## Weekly Schedule (Tentative) and Important Dates

**NOTE: Guest Presenters will attend our class from time to time.**

**Week 1: Tues., Sept 3 - Intro / Questionnaire and Course Outline (also on D2L) / Meet other students / Practicing Listen & Retell – Intro ‘Ted Talk’ – ‘Make Stress Your Buddy’ / On Developing ‘Soft Skills’ / LAB Login – Introduce Header Template /**

**Thurs., Sept 5 – Bring the Coursepack / Course Outline Schedule - How to be a Successful Student in a Canadian College – Listen & Retell / Read and Retell / Continue with – ‘Make Stress Your Buddy’ + [cbc.ca/shortdocs](http://cbc.ca/shortdocs) – ‘In Dog Years’ / On Developing ‘Soft Skills’ - Mini-Interviews with Native Speakers – Coursepack – page 25**

**Campus Walk-Around – Coursepack – pages 3 to 7 – Goal: Complete 3 or 4 of the 7 Stations (Don’t try to do all 7 in one day!)**

**Week 2: Tuesday, Sept 10 - 2:30-3:50pm** with Robbyn Lanning in the Library – Learning Lab (Go directly to Room 136 in the Library at 2:30).

**Bring the Coursepack / Review Course Outline Schedule**

**LAB – Finish Header Templates / Introduce Listening Logs and Sample Summary – Coursepack pages 15 to 20 / Sample paragraph format – Coursepack page 39  
Listening Podcasts: Searching for podcasts for Listening Logs / [cbc.ca/shortdocs](http://cbc.ca/shortdocs)**

**Thurs., Sept 12 – Podcast Listening: Teacher Audio Clip of ‘Tips for Learning a Second Language’ + Note-taking / Interview another student (page 8) + summary**

**Mini-Interviews with Native Speakers – Coursepack – page 25**

**/ Overview Campus Walk-Around – Coursepack – pages 3 to 7 – Goal: Complete the last of the 7 Stations**

**Week 3: Tues., Sept 17 - Verbally summarize and Submit your first Listening Logs / Summary – First Draft in-class / LAB - Second Draft on D2L Assignments / + Where to stay in Vancouver  
Speaking: Short Impromptu Talks (Listen and Retell) – Weeks 3 to 5**

**Thurs., Sept 19 – Continue Teacher Audio Clip of ‘Tips for Learning a Second Language’ + Note-taking**

**Note-taking practice (Lecture on How to Stay Healthy)**

**Speaking: Short Impromptu Talks (Listen and Retell)**

**Course Outline Quiz – Coursepack page 2**

**Week 4: Tues., September 24 - Note-taking and Summary Test (Bruce’s lecture) + Verbally summarize and write your first draft of Listening Log / LAB – Second Draft on D2L Assignments**

**Speaking: Short Impromptu Talks (Listen and Retell)**

**Begin Work on Career Exploration – Coursepack – pages 26 to 28 + Introduction to the Enneagrams (“Water the Flowers, Not the Weeds”) – Weeks 9 / 10 / 11**

**+ Thurs., Sept 26 - Guest Lecturer from AV (Audio Visual) – 2:30 to 3:30**  
– students will practice note-taking, asking questions & summarizing  
AV Guest Lecturer Topic: Basic presentation skills using various aids such as the overhead projector, the Document Reader and recording / video devices for presentation rehearsals  
**Speaking: Short Impromptu Talks (Listen and Retell)**  
**Speaking English in Class – Coursepack – page 9**  
**How to approach a Canadian Teacher – Coursepack – page 10**

**Week 5: Tues., October 1**

- **Speaking: Short Impromptu Talks**  
- **Listening: Podcast(s) e.g. [cbc.ca/shortdocs](http://cbc.ca/shortdocs)**  
**Summary and Presentation Project on a Podcast - Coursepack – pages 32/33/34 – Weeks 6 & 7 & 8**

**Thurs., October 3 Speaking: Short Impromptu Talks concluded**  
**Listening: Podcast(s) e.g. [cbc.ca/shortdocs](http://cbc.ca/shortdocs)**

**Week 6: Tues., October 8 – Summary and Presentation Project on a Podcast – begin**  
**Listening: Podcast(s) – LAB - Verbally summarize and submit your third and final set of Listening Logs**

**Thurs. Oct 10 - Summary and Presentation Project on a Podcast – continue**

**Week 7: Tues. Oct 15 & Thurs. Oct 17 - Midterm Listening Comprehension Test**  
**+ Speaking: Summary and Presentation Project on a Podcast - continue**

**Week 8: Tues., Oct 22 – Speaking: Summary and Presentation Project on a Podcast (Conclude)**

**Note-taking practice (Lecture on Staying Happy)**  
**Interview another student Round 2 – Coursepack page 21, 22 and 23 / summary – first draft in-class / Final Draft in the Lab**  
**Thurs., Oct 24 – Guest Lecturer from AV – 2:30 to 3:30**  
- students will practice note-taking, questioning & summarizing  
**AV Guest Lecturer Topic: Powerpoint Presentation Skills (including use of the remote) + Planned Talks (Careers)**  
**Note-taking Journals (Round 1) to be handed in on Thursday, Oct 24**

**Week 9: Tues., Oct 29 - Note-taking and Summary test**

**LAB: Learning the Secret – Coursepack pages 35 to 38**

**Thurs. Oct 31 – Career presentations using a Flipchart begin**

**Week 10: Tues., Nov 5 - Career presentations using a Flipchart continue**

**Thurs. Nov 7 - Career presentations using a Flipchart continue**

**Introduce Final Presentations – Coursepack pages 29/30 – Weeks 12/13/14**

**Week 11: Tues. Nov 12** - Career presentations using a Flipchart continue  
 LAB: AWL + Simple Mathematical Game  
**& Thurs. Nov. 14** - Career presentations using a Flipchart **conclude**

**Week 12: Tues. Nov 19 & Thurs. Nov 21** - Final Presentations begin  
 LAB: AWL + [cbc.ca/shortdocs](http://cbc.ca/shortdocs)

**Week 13: Tues., Nov 26** - Final Listening Comprehension + Final Presentations  
 LAB: AWL + [cbc.ca/shortdocs](http://cbc.ca/shortdocs)  
**Thurs., Nov 28** - Final Note-taking & summary + Final Presentations

**Week 14: Tues., Dec 3 & Thurs. Dec 5** - Final Presentations concluded  
 Note-taking Journals (Part 2) to be handed in on Tues, Dec 3

## 5. Basis of Student Assessment (Weighting)

*(Should be directly linked to learning outcomes.)*

**074 Tests & Assignments** – Keep track of your grades by recording them here:

<b>LISTENING:</b>	<b><u>Marks:</u></b>
Note-taking and Summary Test (Week 4)	/ 5
Midterm Listening Comprehension (Week 7)	/ 10
Note-taking and Summary Test (Week 9)	/ 5
Final Listening Comprehension (Week 13)	/ 10
Final Note-taking & Summary Test (Week 13)	/ 10
Independent Learning Assignments***	<u>/ 10</u>
Total:	50
<b>Independent Learning Assignments***</b>	
Listening Logs – Due Week 3	/ 50
Listening Logs – Due Week 4	/ 50
Listening Logs – Due Week 6	/ 100
Note-taking journals – Week 8 / Week 13	<u>/ 100 + 100</u>
	400

**074 Tests & Assignments – Keep track of your grades by recording them here:**

**SPEAKING:**

**Marks**

**Presentations:**

Short impromptu talks on an article, listen & retell (Weeks 3,4, 5)	/ 5
Summary and Presentation Project on a Podcast (Weeks 6,7,8)	/ 10
Planned talk on Career Exploration (Weeks 9, 10, 11) – Using a Flipchart	/ 10
Final Full-length Presentation (Week 12 or 13 or 14) - Using Powerpoint or cue-cards and/or a Flipchart	/ 10
Participation (in English) – Weeks 1 to 7	/ 2.5
Participation (in English) – Weeks 8 to 13	/ 2.5
Independent Learning Assignments***	<u>/ 10</u>
Total:	/ 50

**Independent Learning Assignments\*\*\***

Interviewing another student / writing a summary – Week 2	/ 100
Interviewing another student / writing a summary – Week 8	/ 100
Asking Questions (appropriate and informed) following Presentations by other students In Weeks 12, 13 and 14	<u>/ 200</u>
	400

**6. Grading System**

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with “X” in box below to show appropriate approved grading system – see last page of this template.)*

Standard Grading System (GPA)

Competency Based Grading System

**7. Recommended Materials to Assist Students to Succeed Throughout the Course**

The Purdue Writing Lab - <https://owl.purdue.edu/>

**IMPORTANT INFORMATION:**

1. Except in cases of verified illness or other legitimate reasons, **all assignments must be handed in on the due dates, on the day of the class in which they are due.** Late assignments may not be accepted – students need to learn to be accountable. If you have a valid reason for not being able to hand in an assignment on time, you must speak to the instructor **BEFORE the due date.**

**All take-home assignments must be neatly done, typed, double-spaced, stapled and with a HEADER. Take-home assignments should be typed unless otherwise indicated by the instructor.**

**2. There are no make-up tests in ELD 074 except in the case of verifiable medical issues or other circumstances which the instructor accepts. If you are sick, please telephone or email the instructor before the class or relay a message through a friend or classmate regarding your absence.** This will ensure that the instructor will be prepared to discuss opportunities to make up missed work or in-class assignments. Depending on the circumstances, students may be allowed one 'grace' late assignment (1 week maximum extension). This is in keeping with the truth expressed in the superb Japanese proverb, "Even monkeys fall from trees" (i.e. even the teacher might be late sometime). That said, make-up tests **will only take place at the end of the semester for students who have – with one or two exceptions - demonstrated a commitment to the course in terms of attendance, speaking English in class and a regular pattern of meeting deadlines.**

**3. Without consistent attendance, you will likely not do well in this course. Our experience has shown us that most of our students who receive a B, B+, A -, A or A + in the course have attended all or almost all of the classes. In other words, there is direct correlation (link) between attendance and good grades.**

The ELD Department has an **Academic Progress and Attendance Policy** designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. It has been printed on the last two pages of this course outline. It contains information regarding the importance of attendance.

**4.** Students who have completed all major assignments and whose total mark for the term is between 50 - 59% will be awarded a "D" Grade (Pass). This is a passing grade; however, it is not a prerequisite for students planning on continuing into University Transfer courses or Technology / Business courses. A "C" grade is the minimum prerequisite for higher level courses.

**5.** In cases where the total mark is below 50%, students will receive an "F" grade. Students who drop out of the course without officially withdrawing at Registration will receive an "F" grade.

**6. ALL major assignments (excluding Independent Learning)** must be completed to fulfill the requirements of this course and receive a passing grade. With incomplete **minor** assignments, the final grade is up to the discretion of the instructor.

**7.** Students may not use recording devices in the classroom without the prior permission of the instructor. However, the instructor's permission is not required when the use of a recording device is sanctioned by the College's Resource Centre for Students with Disabilities in order to accommodate a student's disability and when the instructor has been provided with an instructor notification letter which specifies the use of a recording device. Recordings made in the classroom are for the student's personal use only, and distribution of recorded material is prohibited.

**8.** Electronic devices (electronic dictionaries, smart phones, etc.) **CANNOT** be used during tests or other in-class assignments without the permission of the instructor. **The instructor may request that all smart phones be placed at the front of the class while a test is being written as well as when it is determined that they will be a distraction.**

**9. Plagiarism:** All assignments must be written entirely by you. Work that is copied from another source, done in whole or in part by another person, or fixed and edited by another person is plagiarism – theft of another person's ideas / effort / writing. To avoid plagiarism, don't get a "tutor" to edit your work and don't "borrow" material from the Internet. Be aware that your instructor will be familiar with your style and level of writing from your in-class work and knows how to use the Internet, too. **A first instance of plagiarized work will result in a reduced or zero grade for the assignment. A recurrence of plagiarism will likely result in a failing grade for the course.** This policy follows the Camosun College Calendar – Student Conduct section.

**Important Dates: Final letter grades will be posted on Camlink by Thurs, Dec. 12<sup>th</sup>.**

## **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.

## A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+	Superior level of achievement	9
85-89	A	Superior level of achievement	8
80-84	A-	Superior level of achievement	7
77-79	B+	High level of achievement	6
73-76	B	High level of achievement	5
70-72	B-	High level of achievement	4
65-69	C+	Satisfactory level of achievement	3
60-64	C	Sufficient level of achievement to proceed to the next level of study	2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	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://www.camosun.bc.ca/policies/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	<i>Incomplete</i> : 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	<i>In progress</i> : 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	<i>Compulsory Withdrawal</i> : 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.