

CD 1130 Communications

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Office Hours: By Appointment Only

Course Description

A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation, and practical workplace communication. 45 Hours.

Text

The Bare Essentials Plus, Second Edition. Published 2002 by Nelson.

Teaching Methods

The course work will include lecture, role play, small group work, in-class activities and exercises, writing assignments, and student presentations. Online activities and practice are available through the publisher of the text.

Objectives

The primary objective of CD 1130 is to improve communication skills in writing and speaking. To achieve this objective the course will focus on grammar, mechanics, and style. A variety of formats for both writing and speaking will be incorporated.

Grading

Initial Essay	2%
Quizzes	24%
Paragraph Activity	2%
E-mail assignment	2%
Two Letters	10%
Open Book APA Test	7%
Resume	5%
Research Essay (Thesis Statement, Outline, and Final Document)	20%
Research Essay Reference List	3%
Presentation	15%
Class Participation/Attendance	10%

Class Policies

Regular attendance and active class participation help you to be a successful student.

All assignments must be completed in order to receive a passing grade for this course. If you fail to complete an assignment you will be assigned a grade of *Incomplete* for the course.

Assignments are due in class at the beginning of the class. Late assignments will receive a 5% deduction per day, including weekends. Assignments will not be accepted after ten days have passed from the due date, resulting in an *Incomplete* for the course.

All quizzes must be written in class on the day they are scheduled.

As adult students with other responsibilities, you might encounter situations that prevent you from attending a scheduled class. **If you must miss a class on which a quiz is scheduled or on which an assignment is due you must negotiate your situation with me prior to the absence. Simply leaving me a telephone message or sending me an e-mail does not qualify as negotiation.**

Key Dates

Friday, September 12	Initial Essay Due
Friday, September 19	Paragraph Activity Due
Friday, September 26	E-mail Assignment Due
Monday, October 6	Last chance to submit letters for comment
Friday, October 17	First Business Letter Due
Monday, October 27	Second Business Letter Due
Monday, November 3	Resume Due
Friday, November 7	Thesis Statement Due
Friday, November 14	In-class APA Test
Monday, November 17	Research Essay Outline Due
Friday, November 21	Last chance to submit essay for comments
Friday, November 28	Research Essay Due
December	Presentations – Assigned dates to be announced

The instructor reserves the right to make changes to the course outline in order to accommodate the needs of the class.