

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF EARLY CHILDHOOD DEVELOPMENT
CD1130 COMMUNICATIONS

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Office Hours: By appointment

COURSE DESCRIPTION

This course is designed to develop and improve communication skills including listening, speaking, reading and writing skills.

REQUIRED TEXT

Forms of Writing - Text
Forms of Writing - Workbook

OBJECTIVES

1. To develop the ability to read critically and comprehensively and to demonstrate these skills through class assignments.
2. To demonstrate the ability to do oral presentations and to evaluate presentations made by others.
3. To develop skills in using the library to conduct research for written and oral presentations.

EVALUATION

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| Course Work, In class work, participation | 30% |
| Precis | 5% |
| Grammar Presentation | 5% |
| Book Review | 5% |
| Research Paper | 20% |
| Speech | 10% |
| Final Exam | <u>25%</u> |
| | 100% |

CD1130 COMMUNICATIONS

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| Friday, Sept. 10 | <p> Introductions Evaluations of a text How to read a text Notetaking and study skills Master student program Reading Survey, Journal writing </p> |
| Friday, Sept. 17 | <p> Library orientation Precis writing </p> |
| Friday, Sept. 24 | <p> Library assignment - Due: Monday, Sept. 27 Precis assignment - Due: Friday, Oct. 1 </p> |
| Friday, Oct. 1 | <p> Precis assignment due Grammar review Grammar assignments <ol style="list-style-type: none"> 1. Independent and dependent clauses 2. Sentence fragments and comma splices 3. Misplaced modifiers 4. Parallelism 5. Subject-verb agreement 6. Tense agreement 7. Person agreement 8. Pronoun-antecedent agreement 9. Semi-colon and colon 10. Commas 11. Quotation marks 12. Capital letters </p> |
| Friday, Oct. 8 | <p> Grammar presentations Presentation evaluations </p> |
| Friday, Oct. 15 | <p> Types of writing Narrative Expository Patterns of writing Cause and effect Definition or explanation Chronological or sequential events Comparison and contrast Question and answer In class writing assignment </p> |

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| Friday, Oct. 22 | Book reviews Book review assignment - Due: Friday, Oct. 29 Conductive meetings Video - "Meetings Bloody Meetings" Roberts Rules of Order |
| Friday, Oct. 29 | Book review assignment due The research paper <ul style="list-style-type: none"> Narrowing the topic Choosing sources Making an outline - Due: Friday, Nov. 5 Parts of the paper <ul style="list-style-type: none"> Introduction Body Conclusion Using quotations Avoiding plagiarism Citing references A.P.A. guidelines |
| Friday, Nov. 5 | Research paper outline due Discussion and work on research paper - Due: Friday, Nov. 26 Audio tape of research paper. |
| Friday, Nov. 12 | Making and oral presentation Video "Giving a Speech" Presentation of speech topics Evaluation criteria |
| Friday, Nov. 19 | Final review of research papers - Problems, concerns, questions Introduction of proposals |
| Friday, Nov. 26 | Research papers due - (audiotape) Proposal writing In class proposal assignment |
| Friday, Dec. 3 | Oral presentations |
| Friday, Dec. 10 | Take home Final Exam - Due: Monday, Dec. 13 (work on in class) |
| Friday, Dec. 17 | Return marks and go over Final Exam |