

GRANDE PRAIRIE REGIONAL COLLEGE
REHABILITATION SERVICES PROGRAM
RP105 COMMUNICATION I
SERVICES PROGRAM I

Instructor: Marg Mazer

Office: TBA

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Resources:

- 1) What Did You Say? A Guide to Communication Skills, 3rd Edition
Koch and Teller, Prentice-Hall, 1985.
- 2) A standard college dictionary.
- 3) The Clan of the Cave Bear, a novel by Jean M. Auel, Bantam Books, 1981.
- 4) Throughout the term, other materials will be photocopied and made available to the students.

Course Description: (General Objectives)

RP105 will focus on communication, written and spoken. The basic premise from which we will work is that effective communication (in all its forms) is one of the essential tools of the trade in any vocation involving service to people.

Thus our objectives will be:

- 1) To improve written and oral communication skills.
- 2) To develop and improve in the use of the English language; and in the use of the appropriate conventions of English (i.e. grammar, syntax, spelling, punctuation, etc.)
- 3) To encourage the appreciation of and sensitivity to, various forms of communication.
- 4) To recognize the importance of good written and oral communication skills in rehabilitation work.

Specific Objectives

- 1) To write effective paragraphs and essays with thesis statement, supporting ideas and conclusion.
- 2) To develop an ability to listen and read with concentration, understanding and discernment.
- 3) To write a precis and summary.
- 4) To use the accepted conventions of the English language.
- 5) To be more at ease and effective when public speaking and in the delivery of oral presentation to a group.
- 6) To develop a feeling of positive self-worth and to help others do the same; by approaching this course in the spirit of learning through sharing of ideas and information and acceptance of individual differences.

Assignments:

Students will be expected to submit assignments on time. Extensions past the specified deadlines will not be granted except under exceptional

circumstances (providing advance arrangements are made).

Grading:

Assignments will be graded on a percentage basis.

The final exam will be worth 20% of a student's final grade; a written assignment on and oral discussion of the novel Clan of the Cave Bear, will be worth 10%; 70% of a student's final grade will be based on regular assignments and classroom work.

Final grades will be expressed in stanine, according to the following scale:

<u>Stanine</u>	<u>Percentage Equivalent</u>
9	90-100
8	80- 89
7	72- 79
6	65- 71
5	57- 64
4	50- 56
3	45- 49
2	26- 44
1	0- 25

Attendance:

Regular attendance is expected. Excessive absenteeism (defined as more than 3 unexcused absences or 3 hours of class time) may compromise successful completion of the course.