

REHABILITATION SERVICES

COURSE OUTLINE

RP1205 - COMMUNICATIONS

W-91

1993/94

**Credits: 3**

**Hours: 45**

**Instructor:** Sherrie Tutt  
**Office:** H227  
**Phone:** 539-2895  
**Office Hours:** 8:30 a.m. - 4:30 p.m. Thursday  
**Class:** Monday 8:00 - 9:50 a.m.  
Thursday 8:30 - 10:20 a.m.  
**Room:** G112

**Course Description**

This course will provide a foundation in written and oral communication skills essential to rehabilitation practice.

**Class Format**

Classes will follow a workshop format focusing on guided practice. Each student will develop a portfolio of writing, a journal describing learning experiences, participate group work, and make oral presentations.

**Class Objectives**

Upon completion of this course each student will be able to:

1. effectively use a variety of forms of written and oral communications,
2. speak confidently to groups,
3. develop and present project proposals,
4. write and present reports, and
5. apply for a job by: a) writing a resume and cover letter, and b) conducting a job interview.

### Textbooks (required)

1. Stewart, K.L. & Kowler, M.E. (1991), Forms of writing, Scarborough: Prentice-Hall
2. Stewart, K.L. & Kowler, M.E. (1991), Forms of writing workbook, Scarborough: Prentice-Hall

### Recommended Resources

1. A good English dictionary (eg. Gage Canadian, or Oxford Press)
2. Roget's Thesaurus
3. A.P.A. (American Psychological Association) Style Guide

### Other required materials

A large (2' to 3") three ring binder with dividers and lined paper.

Writing implements (pens, pencils, erasers, post-it-notes, markers).

## ASSIGNMENTS

### Individual

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|---|-----|
| 1. Portfolio (with journal) handed in every second week.<br>DUE: rotation to be posted. | 10% |
| 2. Special Project Proposal<br>DUE: February 14, 1994 ▽                                 | 10% |
| 3. Resumé<br>DUE: March 14, 1994  | 25% |
| 4. Simulated job interview<br>DUE: TBA  | 15% |
| 5. Project Proposal Progress Report<br>DUE: January 24, or February 28, or March 14     | 10% |

### Group

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| 1. Project Proposal<br>DUE: March 31, 1994 | 25% |
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**\*ALL assignments must be attempted to get a passing grade.**

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|---------------------------------|----|
| 2. Attendance and participation | 5% |
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100%