

F R A S E R V A L L E Y C O L L E G E

COURSE INFORMATION

DEPARTMENT: Communications (Applied)

DATE: Fall 1991

Communications 170

Oral Skills & Group Dynamics

1 1/2

NAME & NUMBER OF COURSE

DESCRIPTIVE TITLE

FVC CREDIT

CATALOGUE DESCRIPTION:

Introduction to communications, public speaking, small group problem solving, reading, listening, and study skills.

COURSE PREREQUISITES: None

COURSE COREQUISITES:

None

HOURS PER TERM FOR EACH STUDENT	LECTURE	8	HRS	STUDENT DIRECTED	
	LABORATORY		HRS	LEARNING	10 HRS
	SEMINAR	6	HRS	OTHER - specify:	
				FIELD EXPERIENCE	HRS
				TOTAL	24 HRS

COLLEGE CREDIT
TRANSFER

☐

COLLEGE CREDIT
NON-TRANSFER

☒

NON-CREDIT

☐

TRANSFER STATUS (Equivalent, Unassigned, Other Details)

UBC

SFU

UVIC

OTHER (specify)

Betty Urquhart
COURSE DESIGNER

J.D. Tunstall, Ph.D.
DEAN OF ACADEMIC STUDIES

Communications 170NAME & NUMBER OF COURSE

COURSES FOR WHICH THIS IS A PREREQUISITE:	RELATED COURSES
	CMNS 171, 368

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

TEXTS: none

REFERENCES: a dictionary

OBJECTIVES: (developed in conjunction with Agriculture faculty)

- 1.To introduce basic reading and study skills, and beginning interpersonal skills.
- 2.To help students start on simple oral presentations and learn listening skills.
- 3.To develop an understanding of courtesy and appropriate classroom behaviour.
- 4.To have students work cooperatively to form a group support system.
- 5.To do group problem solving.

METHODS:

Guest speakers (reading and study and interpersonal skills)
 Student seminars
 Videos on language with discussion
 Case studies for group discussion
 Group problem solving
 Some lectures

STUDENT EVALUATION PROCEDURE:

Assignments	(individual)	60%
	(group)	40%
		<u>100%</u>

Communications 170
NAME & NUMBER OF COURSE

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:

A+	=	94 - 100%
A	=	89 - 93%
A-	=	86 - 88%
B+	=	82 - 85%
B	=	78 - 81%
B-	=	75 - 77%
C+	=	71 - 74%
C	=	66 - 70%
C-	=	63 - 65%
P	=	60 - 62%

COURSE CONTENT

See attached

Fall 1991

COMMUNICATIONS 170

Oral Skills and Group Dynamics

Instructor: Betty Urquhart Office #3
Phone: local 2438 (Main Building)
or Home: 858-6865

Office Hours: Tuesdays 2:00 - 3:30 p.m.
or by appointment

Text: None required, but regular attendance is mandatory (minimum 10 of 12 sessions).
Dictionary recommended.

Week 1

Sept. 3 Introduction to the course, course outline, other students.
Reading comprehension test.
Letter of introduction. (5)

Sept. 6 Introduction to seminars. (handout)
Oral presentation skills. (handout)
Skills for the 21st Century - overheads and discussion.

Assignment -See your instructor to choose an article for your seminar, and begin to study it in preparation for your presentation.

Week 2

Sept. 10 Reading skills - video.
Group discussion #1.

Assignment -In small groups, discuss the questions in topic 1. Prepare a written report on the topic to be handed in at the end of class.
One report from each group. (10)

Sept. 13 Study skills.
Group discussion of case study.
Communications and Rumour.

Assignment -Individually, write your analysis of the case. Answer the questions at the end of the case, and include any other comments you wish to make. Due September 17. (10)

Week 3

Sept. 17 First 3 seminars presented. (40)
After you present your seminar, an individual evaluation of your seminar is to be made from the video and your recollection. Write at least 150-200 words about (1) what you did well, and (2) what you could improve on. Hand in no later than a week after your presentation. (10)
Group discussion #2.

Assignment -Write up the results of your discussion and hand in next class. One report from each group. (15)

Sept. 20 Basic interpersonal skills.
Guest presenter - Pat Gillespie.

Week 4

Sept. 24 Seminars - 5.
Active listening: a skill you can develop.
The group process.

Assignment -Study the group process handout for use in the next class.

Sept. 30 Emergency in the Desert - group work in class.

Assignment -Write an analysis of the way the group and its individual members behaved during the discussion; that is, analyse the group process. Use the last page of the handout as a basis for your analysis. Add any other points you wish. Due October 4.
Length: approx. 350 words. (25)

Week 5

Oct. 1 Seminars - 6.

Oct. 4 Seminars - 2.
Group discussion topic #3.
Solving a mystery.

One report from each group to be handed in at the end of the class. (15)

Week 6

Oct. 8 Seminars completed.
 Mystery results.
 Review of Skills for the 21st Century.

Oct. 11 Last day to hand in seminar evaluations.
 Group discussion #4.

Group decision with reasons for the decision to be handed in
 at the end of class. (20)

COMMUNICATIONS 170

Group Assignment Topics

1. What oral and writing skills do you think you will need

- a) in the 2-year Agriculture Technology program?
- b) in the job you expect to hold after graduation?

Write a short paragraph for each part of the preceding question. Be specific. Write legibly and neatly. Double-space your writing, as you should do with everything you hand in.

(10)

2. Answer both questions in one report from each group. Use sentences for part a). You may use point form for part b).

- a) What is courtesy? Write a definition of 2 or 3 sentences.
- b) What constitutes appropriate classroom behaviour? Your group should list at least 10 do's and don't's.

(15)

3. A murder mystery - group problem solving.
Instructions will be given in class.

(15)

4. An ethical question - group problem solving.
Details will be given in class.

(20)

COMMUNICATIONS 170

Mark Sheet

A. Individual Assignments (62.5% of total marks)

- | | | |
|--|-------|------|
| 1. Letter of introduction | _____ | (5) |
| 2. Communications and rumour | _____ | (10) |
| 3. Emergency in the Desert group process | _____ | (25) |
| 4. Seminar | _____ | (40) |
| 5. Seminar evaluation | _____ | (10) |
| 6. Attendance and participation | _____ | (10) |

Total marks _____ (100)

$$\text{Your percentage} = \frac{\text{your mark}}{100} \times 62.5 = \underline{\hspace{2cm}}$$

B. Group Assignments (37.5% of total marks)

- | | | |
|----------------------------------|-------|------|
| 1. Communication skills required | _____ | (10) |
| 2. Courtesy and behaviour | _____ | (15) |
| 3. Solving a mystery | _____ | (15) |
| 4. An ethical question | _____ | (20) |

Total marks _____ (60)

$$\text{Your percentage} = \frac{\text{your mark}}{60} \times 37.5 = \underline{\hspace{2cm}}$$

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:

A+	=	94 - 100%
A	=	89 - 93%
A-	=	86 - 88%
B+	=	82 - 85%
B	=	78 - 81%
B-	=	75 - 77%
C+	=	71 - 74%
C	=	66 - 70%
C-	=	63 - 65%
P	=	60 - 62%