A. Division: **Education**   Effective Date: **September, 2007**

B. Department / **Language, Literature and**   Revision   **X** New Course
Program Area: **Performing Arts**
Communications

If Revision, Section(s)   **F**
Revised:
Date of Previous Revision: **September, 2004**
Date of Current Revision: **February, 2007**

C: CMNS 1111   **D**: **Workplace Communications for Selected**   **E: 3**
Programs

Subject & Course No.   Descriptive Title   Semester Credits

F: Cs

signments are drawn from a number of possible components: correspondence, memoranda, reports, and other program related documents. Course work also includes instruction in writing strategies for effective on-the-job communication, and may in   oral communications situations as oral presentati

Course Corequisites:

M: Course Objectives / Learning Outcomes

Communications 1111 has been developed to meet the communications requirements of a number of business of technology programs.

General:

The student will be able to
1. Write in standard English
2. Demonstrate communicative competence, i.e. appropriate communication behaviour in specific communication contexts.

Specific:

The Communications instructor will choose from the following list those skills and tasks appropriate to the business and technologies fields.

Written Skills:

The student will be able to
1. Write appropriately for single and multiple readers
2. Distinguish objective from subjective statements
3. Distinguish internal from external written communication situations
4. Use correct language fundamentals in all written assignments
5. Write effective sentences
6. Write well-developed paragraphs
7. Demonstrate unity, coherence, and emphasis
8. Prepare written reports using language conventions consistent with appropriate field-related standards and practices
9. Compose a set of procedures related to a business or technology subject.

Written Tasks:

Students will be able to successfully complete a variety of tasks which the Communications instructor selects from the following:
 1. Extract and summarize the main points from field-related articles
 2. Develop an effective application letter and resume
 3. Compose an informative report on a workplace related topic
 4. Write effective correspondence in a variety of relevant situations consistent with field-related standards and practices
 5. Demonstrate the ability to develop and compose an agenda
 6. Demonstrate the ability to record and compose accurate minutes of a meeting
 7. Compose an informative brochure
 8. Compose a newsletter for a field-related organization
 9. Compose a press release on a field-related event or issue
10. Compose a set of procedures related to a business or technology subject
11. Demonstrate the ability to research using primary and secondary sources
12. Demonstrate the ability to select and analyze researched information and then to present it following the documentation conventions appropriate to the field, avoiding plagiarism.

The student should also be able to

Oral

1. Prepare for an employment interview
2. Plan, prepare and deliver oral presentations
3. Apply basic rules of order in formal meetings
4. Present motions in meetings.

Other

1. Collaborate effectively with other students
2. Interact appropriately with the readers of their written work, job interviewers, and participants at meetings
3. Understand basic communication theory as it relates to the student's chosen field.

N: Course Content:

Course content will be drawn from the following areas:

Writing Skills

coherence and cohesion
clarity and conciseness
tone, diction, voice
mechanics: grammar, sentence structure, spelling, punctuation, etc.

Writing Tasks

Reports: progress, informational, problem/solution
Letters and Memos: application, sales, persuasive, bad news, transmittal, to the editor, inquiry, information
Agenda and Minutes
Resume
Process description
Manual Writing
Summary
Brochure
Newsletter
Expanded definition
Press release
Exercises

Readings

1. Field-related material as content and context for assignments, e.g. summary
2. Course handbook

Oral Skills

Listening and responding
Preparing: research, organization, prompts
Delivery
Physical behaviour
Use of visuals

Oral Tasks

Employment interview
Meetings
Oral presentations

Other

Collaboration or team-work
Interpersonal communication with readers of writing assignments, with interviewers, and with participants of meetings.

O: Methods of Instruction

This course will emphasize learning through doing. Working individually and in groups, students will be