

WTCS Repository

10-801-151 Communication Skills 1

Course Outcome Summary

Course Information

Description Designed to improve the student's speaking, writing, and listening skills through practical reading, writing, and speaking assignments. This course emphasizes summarizing, analyzing and synthesizing information from sources. It also focuses on the construction and presentation of short speeches. The class assumes competence in English grammar and paragraph structure.

An in-class essay of at least five paragraphs is required.

A minimum of three essays of at least 500 words (5 paragraphs) is required.

A documented essay using MLA style of documentation is required. A Works Cited page in MLA style is required.

A minimum of three extemporaneous speeches is required.

Total Credits 3.00

Pre/Corequisites

Prerequisite Each Wisconsin Technical College determines the General Education course prerequisites used by their academic institution. If prerequisites for a course are determined to be appropriate, the Final Course Outcome Summary must identify the prerequisites approved for use by the individual Technical College.

Course Competencies

1. Apply the conventions of academic essay writing.

Assessment Strategies

- 1.1. by meeting deadlines established for assignments
- 1.2. by meeting all requirements specified by the instructor for length, content and format of documents
- 1.3. by revising and submitting documents that incorporate comments from instructors and/or peers
- 1.4. by preparing word-processed drafts of essays

Criteria

Your performance will be successful when:

- 1.1. learner writes essays that contain an introduction, a body and a conclusion
- 1.2. learner writes a thesis statement
- 1.3. learner develops thesis statements through the use of supporting details, evidence and analysis
- 1.4. learner chooses an appropriate organizational plan for the essay
- 1.5. learner writes paragraphs with topic sentences and supporting details, evidence, and analysis (paragraph coherence)

- 1.6. learner constructs the essay through a series of well-crafted paragraphs, with each paragraph contributing to a dominant idea (essay coherence)
- 1.7. learner uses transitional phrases to show logical connections between paragraphs
- 1.8. learner writes sentences that are grammatically correct
- 1.9. learner observes standard rules for punctuation and mechanics
- 1.10. learner writes essays that are free of spelling and typographical errors
- 1.11. learner writes essays that observe the conventions for academic diction
- 1.12. learner's sentences reflect originality, conciseness and clarity

2. Write essays

Assessment Strategies

- 2.1. by writing a total of 2500 words of polished writing
- 2.2. by writing a minimum of 3 essays that meet all expectations stated by the instructor for content and length
- 2.3. by completing all prewriting exercises assigned by the instructor
- 2.4. by revising essays through a prescribed peer review
- 2.5. by preparing word-processed essays

Criteria

Your performance will be successful when:

- 2.1. learner applies the conventions of academic essay writing
- 2.2. learner uses a process of prewriting, drafting, revision, and editing to complete each essay
- 2.3. learner writes essays that demonstrate knowledge of a variety of rhetorical patterns (involving some, but not all: compare/contrast, classification, analogy, definition, analysis, etc)
- 2.4. learner writes essays for a variety of purposes (involving some, but not all: informative, explanatory, evaluative, persuasive, narrative, descriptive)
- 2.5. learner writes essays that are unified
- 2.6. learner writes essays that are coherent
- 2.7. learner writes essays that explore a topic in-depth

3. Revise essays

Assessment Strategies

- 3.1. by participating in revision exercises
- 3.2. by revising essays and submitting them for additional review
- 3.3. by using word-processed essays

Criteria

Your performance will be successful when:

- 3.1. learner revises essays using evaluation from self, peers and/or instructor
- 3.2. learner participates in all peer review exercises as assigned
- 3.3. learner prepares essays that are free of typographical and spelling errors
- 3.4. learner recognizes essential parts of an essay (thesis statement, logical organization, topic sentences, sufficient evidence, coherence, unity)
- 3.5. learner judges appropriateness of suggestions for revision
- 3.6. learner adds, deletes, rearranges or rewrites information based on suggestions
- 3.7. learner prepares essays that follow standard guidelines for format (margins, spacing, indentation, page numbering, etc)
- 3.8. learner copy-edits essays for mechanical and grammatical correctness

4. Develop and sharpen listening skills

Assessment Strategies

- 4.1. in written and oral form
- 4.2. through quizzes and/or listening exercises

Criteria

Your performance will be successful when:

- 4.1. learner identifies common distractions
- 4.2. learner identifies and uses active listening techniques

- 4.3. learner identifies and uses note-taking techniques
- 4.4. learner determines a speaker's purpose and organizational pattern
- 4.5. learner recognizes a speaker's non-verbal cues
- 4.6. learner paraphrases information accurately

5. Develop and demonstrate skills in speaking

Assessment Strategies

- 5.1. in a minimum of three extemporaneous speeches

Criteria

Your performance will be successful when:

- 5.1. learner identifies the elements of a speech presentation
- 5.2. speeches are coherent and unified, and contain an introduction, body and a conclusion
- 5.3. speeches incorporate appropriate visual aid where applicable
- 5.4. learner uses appropriate verbal and non-verbal language
- 5.5. learner cites sources of information
- 5.6. learner evaluates speeches by using oral and written critiques

6. Use the research process

Assessment Strategies

- 6.1. by meeting all requirements the instructor has specified for content and length of assigned research paper
- 6.2. by meeting all requirements the instructor has specified for number and types of sources to be compiled for the research paper
- 6.3. by preparing word-processed documented essays
- 6.4. by successfully completing a library-orientation project

Criteria

Your performance will be successful when:

- 6.1. learner identifies types of information required for a topic
- 6.2. learner identifies sources that are credible and current
- 6.3. learner gathers information from appropriate sources (eg, the library, the Internet, personal interviews)
- 6.4. learner prepares accurate summaries of information gathered from sources
- 6.5. learner supports a thesis with supporting evidence taken from sources
- 6.6. learner identifies and documents sources
- 6.7. learner recognizes what constitutes plagiarism