
## WTCS Repository

10-801-151 Communication Skills 1

# Course Outcome Summary

### Course Information

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|  | 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 sythesizing 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

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| 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

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| 1 | Apply the conventions of academic essay writing. |
|  | Assessment Strategies |
|  | by meeting deadlines established for assignmentsby meeting all requirements specified by the instructor for length, content and format of documentsby revising and submitting documents that incorporate comments from instructors and/or peersby preparing word-processed drafts of essays |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner writes essays that contain an introduction, a body and a conclusionlearner writes a thesis statementlearner develops thesis statements through the use of supporting details, evidence and analysislearner chooses an appropriate organizational plan for the essaylearner writes paragraphs with topic sentences and supporting details, evidence, and analysis (paragraph coherence)learner constructs the essay through a series of well-crafted paragraphs, with each paragraph contributing to a dominant idea (essay coherence)learner uses transitional phrases to show logical connections between paragraphslearner writes sentences that are grammatically correctlearner observes standard rules for punctuation and mechanicslearner writes essays that are free of spelling an typographical errorslearner writes essays that observe the conventions for academic dictionlearner's sentences reflect originality, conciseness and clarity |
| 2 | Write essays |
|  | Assessment Strategies |
|  | by writing a total of 2500 words of polished writingby writing a minimum of 3 essays that meet all expectations stated by the instructor for content and lengthby completing all prewriting exercises assigned by the instructorby revising essays through a prescribed peer reviewby preparing word-processed essays |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner applies the conventions of academic essay writinglearner uses a process of prewriting, drafting, revision, and editing to complete each essaylearner writes essays that demonstrate knowledge of a variety of rhetorical patterns (involving some, but not all: compare/contrast, classification, analogy, definition, analysis, etc)learner writes essays for a variety of purposes (involving some, but not all: informative, explanatory, evaluative, persuasive, narrative, descriptive)learner writes essays that are unifiedlearner writes essays that are coherentlearner writes essays that explore a topic in-depth |
| 3 | Revise essays |
|  | Assessment Strategies |
|  | by participating in revision exercisesby revising essays and submitting them for additional reviewby using word-processed essays |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner revises essays using evaluation from self, peers and/or instructorlearner participates in all peer review exercises as assignedlearner prepares essays that are free of typographical and spelling errorslearner recognizes essential parts of an essay (thesis statement, logical organization, topic sentences, sufficient evidence, coherence, unity)learner judges appropriateness of suggestions for revisionlearner adds, deletes, rearranges or rewrites information based on suggestionslearner prepares essays that follow standard guidelines for format (margins, spacing, indention, page numbering, etc)learner copy-edits essays for mechanical and grammatical correctness |
| 4 | Develop and sharpen listening skills |
|  | Assessment Strategies |
|  | in written and oral formthrough quizzes and/or listening exercises |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner identifies common distractionslearner identifies and uses active listening techniqueslearner identifies and uses note-taking techniqueslearner determines a speaker's purpose and organizational patternlearner recognizes a speaker's non-verbal cueslearner paraphrases information accurately |
| 5 | Develop and demonstrate skills in speaking |
|  | Assessment Strategies |
|  | in a minimum of three extemporaneous speeches |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner identifies the elements of a speech presentationspeeches are coherent and unified, and contain an introduction, body and a conclusionspeeches incorporate appropriate visual aid where applicablelearner uses appropriate verbal and non-verbal languagelearner cites sources of informationlearner evaluates speeches by using oral and written critiques |
| 6 | Use the research process |
|  | Assessment Strategies |
|  | by meeting all requirements the instructor has specified for content and length of assigned research paperby meeting all requirements the instructor has specified for number and types of sources to be compiled for the research paperby preparing word-processed documented essaysby successfully completing a library-orientation project |
|  | Criteria |
|  | Your performance will be successful when: |
|  | learner identifies types of information required for a topiclearner identifies sources that are credible and currentlearner gathers information from appropriate sources (eg, the library, the Internet, personal interviews)learner prepares accurate summaries of information gathered from sourceslearner supports a thesis with supporting evidence taken from sourceslearner identifies and documents sourceslearner recognizes what constitutes plagiarism |