Description: Uniprep - Communication Processes

<table>
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<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>7320</td>
<td>18724</td>
<td>3, 2002</td>
<td>EXT</td>
<td>1.00</td>
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Academic Group: OPACS
Academic Org: OPACSP
HECS Band: 1
ASCED Code: 100705

STAFFING
Examiner: Ann Dashwood
Moderator: Carmel Barrett

RATIONALE
Since 1988 a need has been recognised nationally and within this University for communication skills prior to degree entry. The Preparatory Studies program of CLLT focuses on strategies basic to independent assignment writing habits. International students, whose learning strategies have previously been acquired in languages other than English, need to adapt their previous knowledge to the range of performance strategies in communication skills expected by higher education institutions in Australia.

SYNOPSIS
In the course students analyse an assignment question and follow a series of steps towards completing a report and an essay. Note making from texts, scripts and video develop reading and listening skills. Comprehensible communication of a theme in academic English is required by the course.

OBJECTIVES
At the successful completion of this course, students will be able to perform the following tasks in English:

- demonstrate technical skills associated with written communication for academic purposes;
- develop and organise ideas and write an essay using an expository style;
- write stylistically appropriate reports;
- employ styles of communication as appropriate for the demands of the audience and purpose of the writing.
TOPICS

Description Weighting (%)  
1. Planning the assignment 10.00  
2. Developing research methods and reading strategies 25.00  
3. Enhancing listening skills and making notes 20.00  
4. Writing effectively - keeping audience and purpose in mind 25.00  
5. Editing and proofing - report and essay 20.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Communication Processes Study Book and UNIPREP Book of Readings

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS  
Directed Study 48  
Private Study 114  
Test 3

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1: SELECTING THE</td>
<td>20.00</td>
<td>5.00</td>
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<td>ASSIGNMENT 2: DEVELOPING RESE</td>
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<td>ASSIGNMENT 3: SEQUENCING IDEA</td>
<td>40.00</td>
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<td>ASSIGNMENT 4: ESSAY AND REPOR</td>
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<td>ASSIGNMENT 4: A.REPORT &amp; B.ES</td>
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<td>TEST 3 HRS</td>
<td>60.00</td>
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OTHER REQUIREMENTS

1 A standard of PASS is required on all assignments.
Students are required to gain a pass of 50% in the examination and 60% overall to be eligible for a C grade in the unit.

Gradings: HD > 90% A 80% - 89% B 70% - 79% C 60% - 69% F < 60%.

Students must score at least a B grade to be eligible for a recommendation of direct entry to an undergraduate degree.