The University of Southern Queensland

Course specification

Description: English Language: Written and Oral Communication

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tr>
<td>CMS</td>
<td>1002</td>
<td>30761</td>
<td>1, 2004</td>
<td>ONC</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic group: FOART
Academic org: FOA004
Student contribution band: 1
ASCED code: 070115

STAFFING
Examiner: Jeanette Wehl
Moderator: Shirley Tyler

REQUISITES
Pre-requisite: CMS1000

RATIONALE
Technical competence is no longer enough to ensure promotion and career progression. Individuals need to communicate fluently and effectively in both written and oral forms within varied professional contexts.

SYNOPSIS
This course provides an increased understanding of the theoretical bases of written and oral communication. The course builds on students' ability to apply the theory to a variety of practical situations, to develop their ability to communicate effectively in a variety of contexts and cultures, and to develop their ability to communicate in a range of different written and oral channels.

OBJECTIVES
On successful completion of this course students will have:

- developed an understanding of the advantages and limitations of written and oral communication appropriate to various professional contexts.
- gained the ability to analyse both task and audience to tailor communication effectively within a variety of professional contexts.
- demonstrated competence in the use of advanced level spoken and written English within a variety of professional contexts.
TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Theoretical background to effective written and oral communication</td>
<td>10.00</td>
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<tr>
<td>2. 'Tailoring' the message</td>
<td>20.00</td>
</tr>
<tr>
<td>3. Effective oral communication: Seminar and tutorial presentations</td>
<td>30.00</td>
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<tr>
<td>Discussion participation and leading Interview techniques</td>
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<tr>
<td>Extended oral presentations</td>
<td></td>
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<td>4. Advanced written communication for business and the professions</td>
<td>30.00</td>
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<tr>
<td>5. Communicating within context</td>
<td>10.00</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


REFERENCE MATERIALS:

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Directed Study</td>
<td>60.00</td>
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<tr>
<td>Private Study</td>
<td>63.00</td>
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<td>Tutorial</td>
<td>42.00</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>TUTORIAL PRESENTATION</td>
<td>100.00</td>
<td>30.00</td>
<td>09 Apr 2004</td>
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<tr>
<td>EXTENDED ORAL PRESENTATION</td>
<td>100.00</td>
<td>30.00</td>
<td>14 May 2004</td>
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<tr>
<td>LETTER AND REPORT</td>
<td>100.00</td>
<td>40.00</td>
<td>11 Jun 2004</td>
</tr>
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IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the student’s responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by obtaining at least 50% of the total weighted marks for all summative assessment.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   There is no exam for this course.

7 Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

9 (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (e) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

1 Both content and written and oral language competence are important so assessment will concentrate on both content and process. Thus the tutorial presentation will be assessed not only in terms of content but also in terms of presentation and discussion-leading skills.