

Course Outline

School:	Advancement
Department:	English Language Learning
Course Title:	Communication Skills High-Intermediate
Course Code:	ELL 507
Course Hours/Credits:	90
Prerequisites:	ELL 407
Co-requisites:	N/A
Eligible for Prior Learning, Assessment and Recognition:	N/A
Originated by:	Jacqueline Steward
Creation Date:	Fall 2014
Revised by:	Katherine Higgins, Ian Shanahan, Oleksiy (Alex) Markunin
Revision Date:	Summer 2021
Current Semester:	Summer 2022
Approved by:	

Chairperson/Dean

Students are expected to review and understand all areas of the course outline.

Retain this course outline for future transfer credit applications. A fee may be charged for additional copies.

This course outline is available in alternative formats upon request.

Acknowledgement of Traditional Lands

Centennial is proud to be a part of a rich history of education in this province and in this city. We acknowledge that we are on the treaty lands and territory of the Mississaugas of the Credit First Nation and pay tribute to their legacy and the legacy of all First Peoples of Canada, as we strengthen ties with the communities we serve and build the future through learning and through our graduates. Today the traditional meeting place of Toronto is still home to many Indigenous People from across Turtle Island and we are grateful to have the opportunity to work in the communities that have grown in the treaty lands of the Mississaugas. We acknowledge that we are all treaty people and accept our responsibility to honor all our relations.

Course Description

This 5-module Communication Skills course will provide high-intermediate English language learners with real-world content to practice listening and speaking skills that will allow them to succeed in both academic and social settings. Through exposure and response to engaging audio and video from a variety of sources, learners will build oral and aural fluency. Particular attention will be paid to academic and digital literacy, classroom participation and collaboration, and critical thinking. An outcomes-based approach will be taken, giving learners the opportunity to practice in-class discussions, debates and presentations to facilitate meaningful language acquisition.

Program Outcomes

Successful completion of this and other courses in the program culminates in the achievement of the Vocational Learning Outcomes (program outcomes) set by the Ministry of Colleges and Universities in the Program Standard. The VLOs express the learning a student must reliably demonstrate before graduation. To ensure a meaningful learning experience and to better understand how this course and program prepare graduates for success, students are encouraged to review the Program Standard by visiting <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/>. For apprenticeship-based programs, visit <http://www.collegeoftrades.ca/training-standards>.

Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Distinguish relevant from irrelevant information in academic and non-academic listening passages and summarize main ideas, key details, and personal responses.
2. Identify personal strengths and weaknesses in listening and speaking, and develop strategies for improvement.
3. Plan and deliver classroom presentations individually and collaboratively using digital tools and effective presentation strategies.
4. Identify common persuasive techniques, conduct research, synthesize data, and participate in formal and informal teamwork activities, debates, and presentations.

Essential Employability Skills (EES)

The student will reliably demonstrate the ability to*:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for diverse opinions, values belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

**There are 11 Essential Employability Skills outcomes as per the Ministry Program Standard. Of these 11 outcomes, the following will be assessed in this course.*

Global Citizenship and Equity (GC&E) Outcomes

The student will reliably demonstrate the ability to*:

1. Identify one's roles and responsibilities as a global citizen in personal and professional life.
2. Identify beliefs, values and behaviours that form individual and community identities and the basis for respectful relationships.

**There are 6 institutional Global Citizenship & Equity outcomes. Of these 6 outcomes, the following will be assessed in this course.*

Text and other Instructional/Learning Materials

Text Book(s):

Cambridge Prism Listening and Speaking 3 by Lewis Lansford and Robyn Brinks Lockwood, ISBN 978-1-316-62099-1 (required)

Online Resource(s):

Digital workbook

Evaluation Scheme

- ✧ Listening Assignment: Individual written previews and responses as well as recorded pair or small-group reflections in which students summarize main ideas, explain new vocabulary, and give their opinions in response to a variety of academic and non-academic discussions/lectures.
- ✧ Speaking Assignment: Individual and group presentations using digital tools. Structured contribution to class debates on an assigned issue. Participation in communicative activities using persuasive strategies.
- ✧ Listening Quiz: Listening quiz, including vocabulary cloze and listening passage with multiple-choice, true/false, matching, and/or short-answer questions.
- ✧ Participation: In-class performance and homework.

Evaluation Name	CLO(s)	EES Outcome(s)	GCE Outcome(s)	Weight/100
Listening Assignment	1, 2	1, 2, 7, 8, 9, 10, 11	2	30
Speaking Assignment	2, 3, 4	1, 2, 7, 8, 9, 10, 11	1, 2	40
Listening Quiz	1	1, 2, 7, 10		20
Participation	1, 2, 3	1, 2, 8, 9, 10, 11	2	10
Total				100%

If students are unable to write a test they should immediately contact their professor or program Chair for advice. In exceptional and well documented circumstances (e.g. unforeseen family problems, serious illness, or death of a close family member), students may be able to write a make-up test.

All submitted work may be reviewed for authenticity and originality utilizing Turnitin®. Students who do not wish to have their work submitted to Turnitin® must, by the end of the second week of class, communicate this in writing to the instructor and make mutually agreeable alternate arrangements.

When writing tests, students must be able to produce official Centennial College photo identification or they may be refused the right to take the test or test results will be void.

Tests or assignments conducted remotely may require the use of online proctoring technology where the student's identification is verified and their activity is monitored and/or recorded, both audibly and visually through remote access to the student's computer and web camera. Students must communicate in writing to the instructor as soon as possible and prior to the test or assignment due date if they require an alternate assessment format to explore mutually agreeable alternatives.

Student Accommodation

The Centre for Accessible Learning and Counselling Services (CALCS) (<http://centennialcollege.ca/calcs>) provides programs and services which empower students in meeting their wellness goals, accommodation and disability-related needs. Our team of professional psychotherapists, social workers, educators, and staff offer brief, solution-focused psychotherapy, accommodation planning, health and wellness education, group counselling, psycho-educational workshops, adaptive technology, and peer support. Walk in for your first intake session at one of our service locations (Ashtonbee Room L1-04, Morningside Room 190, Progress Room C1-03, The Story Arts Centre Room 285, Downsview Room 105) or contact us at calcs@centennialcollege.ca, 416-289-5000 ext. 3850 to learn more about accessing CALCS services.

Use of Dictionaries

- Only English Language Learner dictionaries are permitted in class work (English words, idioms, and pronunciations are explained).
- Dictionaries may be used in tests and examinations, or in portions of tests and examinations, as long as they are non-electronic (not capable of storing information) and hard copy (reviewed by the invigilator to ensure notes are not incorporated that would affect test or examination integrity).

Program or School Policies

School Of Advancement Policy For Missed Tests And Late Assignments

Students who have missed a test and present documented evidence of their absence upon returning to class are permitted to do an alternative assessment, typically completing the assessment within two weeks of returning to class. Students are strongly advised to contact the professor before the scheduled test date. Students who do not contact the professor within 24 hours of the missed class and do not present documented evidence will receive a mark of zero for the assessment. Make-up assessments will not be given.

Assignments are due on their due dates. Students who are unable to submit an out-of-class assignment

on the day it is due must inform the professor on or before the due date. A mark of 10% will be deducted for each day past the due date unless an alternate due date has been negotiated. A hard copy of the assignment should be presented to the professor for grading and feedback; however, an electronic copy may first be submitted as proof that the work has been completed. There will be no make-up assignments.

It is the student's responsibility to keep track of all returned assignment and test / exam marks.

Course Policies

Expectations for teaching at a distance delivery:

- Students have an electronic device (laptop, desktop, tablet, etc.) with a working camera and microphone.
- Students are expected to turn their cameras on at least for the first 15 and last 15 minutes of synchronous classes as well as during their work in break-out rooms.
- Students are encouraged to keep their cameras on for the entire duration of synchronous classes to promote engagement and build community.

College Policies

Students should familiarize themselves with all College Policies that cover academic matters and student conduct.

All students and employees have the right to study and work in an environment that is free from discrimination and harassment and promotes respect and equity. Centennial policies ensure all incidents of harassment, discrimination, bullying and violence will be addressed and responded to accordingly.

Academic Honesty

Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Forms of academic dishonesty include cheating, plagiarism, and impersonation, among others. Breaches of academic honesty may result in a failing grade on the assignment or course, suspension, or expulsion from the college. Students are bound to the College's AC100-11 Academic Honesty and Plagiarism policy.

To learn more, please visit the Libraries information page about Academic Integrity

<https://libraryguides.centennialcollege.ca/academicintegrity> and review Centennial College's Academic Honesty Module:

https://myappform.centennialcollege.ca/centennial/articulate/Centennial_College_Academic_Integrity_Module_%202/story.html

Use of Lecture/Course Materials

Materials used in Centennial College courses are subject to Intellectual Property and Copyright protection, and as such cannot be used and posted for public dissemination without prior permission from the original creator or copyright holder (e.g., student/professor/the College/or third-party source). This

includes class/lecture recordings, course materials, and third-party copyright-protected materials (such as images, book chapters and articles). Copyright protections are automatic once an original work is created, and applies whether or not a copyright statement appears on the material. Students and employees are bound by College policies, including AC100-22 Intellectual Property, and SL100-02 Student Code of Conduct, and any student or employee found to be using or posting course materials or recordings for public dissemination without permission and/or inappropriately is in breach of these policies and may be sanctioned.

For more information on these and other policies, please visit www.centennialcollege.ca/about-centennial/college-overview/college-policies.

Students enrolled in a joint or collaborative program are subject to the partner institution's academic policies.

PLAR Process

A skills assessment is already used to determine appropriate placement.

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Topical Outline (subject to change):

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
1-2	Module 1: Introductions	The professor will provide resources.	1. Compile and synthesize information to effectively deliver a timed autobiographical presentation using digital tools.	The professor will use a variety of instructional strategies as appropriate. For example: - whole-class, pair and group discussion - individual, pair and group presentations - online language software and websites	1. Speaking Assignment - 80% 2. Participation - 20%	Week 1-2
3-5	Module 2: Globalization	Cambridge Prism Listening and Speaking 3, Unit 1	1. Identify and discuss main ideas and essential details in a short, formal or informal listening passage. 2. Express personal opinion about listening passage content using evidence as support with a partner or in a small group, 3. Deliver an individual multimedia presentation effectively applying presentation strategies.	The professor will use a variety of instructional strategies as appropriate. For example: - whole-class, pair and group discussion - individual, pair and group presentations - online language software and websites	1. Listening Assignment - 30% 2. Speaking Assignment - 40% 3. Listening Quiz - 20% 4. Participation - 10%	Week 3-5
6-8	Module 3: Medicine	Cambridge Prism Listening and Speaking 3, Unit 3	1. Identify and discuss main ideas and key details from a short, informal or formal listening passage. 2. Express personal opinions about listening passage content using evidence as support with a partner or in a small group. 3. Research and evaluate information on a current issue to participate in a guided, structured debate, applying persuasive	The professor will use a variety of instructional strategies as appropriate. For example: - whole-class, pair and group discussion - individual, pair and group presentations	1. Listening Assignment - 30% 2. Speaking Assignment - 40% 3. Listening Quiz - 20%	Week 6-8

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
			speaking strategies.	- online language software and websites	4. Participation - 10%	
9-11	Module 4: Art and Design	Cambridge Prism Listening and Speaking 3, Unit 7	1. Distinguish relevant from irrelevant information in a listening passage on a particular topic. 2. Express personal opinion about listening passage content using evidence as support with a partner or in a small group. 3. Research and evaluate information on a current issue to participate in and deliver a multimedia presentation, applying persuasive speaking strategies.	The professor will use a variety of instructional strategies as appropriate. For example: - whole-class, pair and group discussion - individual, pair and group presentations - online language software and websites	1. Listening Assignment - 30% 2. Speaking Assignment - 40% 3. Listening Quiz - 20% 4. Participation - 10%	Week 9-11
12-14	Module 5: Education	Cambridge Prism Listening and Speaking 3, Unit 2	1. Distinguish relevant from irrelevant information in a listening passage on a particular topic. 2. Apply compare/contrast language to express a personal opinion in a collaborative multimedia presentation.	The professor will use a variety of instructional strategies as appropriate. For example: - whole-class, pair and group discussion - individual, pair and group presentations - online language software and websites	1. Listening Assignment - 30% 2. Speaking Assignment - 60% 3. Participation - 10%	Week 12-14