FREDERICK UNIVERSITY

ENGLISH LANGUAGE FOUNDATION PROGRAMME

ENG015 – COMMUNICATION AND STUDY SKILLS II

Course Title	COMMUNICATION AND STUDY SKILLS II			
Course Code	**ENG015**			
Course Type	Compulsory			
Level	Foundation			
Year / Semester	2nd Semester			
Teacher's Name	Dimitris Evripidou			
Credits		Lectures/week	2	Laboratories/week	0
Course Purpose	The course is designed to equip pre-degree students with the essential skills and strategies necessary for academic success, effective communication, and personal development. It is designed to provide students with the fundamental skills necessary to excel in written and oral communication within the academic context. This course encompasses a comprehensive study of academic writing techniques as well as the development of effective oral communication skills for academic presentations and discussions. Particularly, the aim of this course is to advance students' academic skills at a higher education level. It focuses on understanding the writing process, mastering the principles of clear and coherent writing, avoiding plagiarism through developing strategies and techniques for paraphrasing and summarising, understanding and reporting various types of data visualisations (graphs, pie charts, process diagrams), and preparing and delivering effective presentations. Through a combination of theory and practical activities, students will develop the tools and strategies required to navigate the challenges of higher education successfully.			
Learning Outcomes	On successful completion of this course, students will be able to: 1. develop skills in critical aspects such as research, writing, public speaking, and visual communication 2. use different strategies and/or techniques for paraphrasing and summarising when required; 3. distinguish relevant information including key data points and trends from graphs, charts, and diagrams;			

	4. summarise and report information presented in graphs, charts, and diagrams. 5. design and present an oral presentation; 6. apply the stages of the writing process.

Prerequisites	ENG005 OR other subject related evaluation conducted by the Centre of Languages	Corequisites	ENG011 ENG012 ENG013 ENG014
Course Content	**Study and language skills:** Practical sessions designed to introduce pre-degree students to tertiary-level education, language, practice, and standards, and introduce tools for effective learning. These sessions draw on: ● comprehending the stages of the writing process including prewriting, drafting, revising, and editing; ● mastering the principles of clear and coherent writing including sentence and paragraph structure, transitional devices, and logical flow; ● understanding the purpose and benefits of paraphrasing and summarising; ● developing strategies for paraphrasing (note-taking to paraphrase) and techniques for summarising (paraphrasing to summarise); ● understanding the various types of data representations (graphs, charts, diagrams); ● identifying data points, trends, and patterns within visual representations; ● interpreting data from visual representations; ● developing techniques for condensing and presenting visual data in writing; ● organising their presentations coherently, with a clear introduction, well-structured main points, and a concise conclusion; ● developing content that is relevant, informative, and appropriate for the specific audience and purpose of the presentation; ● practising effective delivery techniques, including tone, pace, and emphasis, to convey their message and connect with the audience.		
Teaching	The course is delivered in a series of content-based sessions		

Methodology	covering the main topics. These input sessions are supported and extended through associated tasks which encourage students to critically apply theory to the context in which they currently practice. Students will undertake both individual and group exercises which aim at developing their academic skills (writing, oral, and aural competencies). Students will undertake formative assessments to motivate and diagnose where specific work is required. Summative assessment maps onto the aforementioned learning outcomes, thereby enabling students to consolidate and develop their study and communication skills. Summative assessment will focus on students demonstrating their functional use of study and communication rather than their knowledge of the skills in theory.
	In particular, students are taught through a combination of textbooks, lectures, seminars, class and forum discussions, group/pair workshops and extensive use of online related applications and practice. Self-assessment quizzes are provided to students through the university's e-Learning platform to reinforce their understanding of course material at their own convenience for further self-improvement. They will typically have 2 contact periods per week, as well as the opportunity to meet with their instructors for tailored advice outside scheduled lecture time, on a regular basis. Students will be required to do extensive study and practice of the language in their free time documenting their work with reports and further assignments.
	Collaborative learning is facilitated through group activities engaging students in peer review and editing sessions. As stated above, the use of technology including online language usage resources, language analysis software, virtual writing tools and interactive quizzes platforms facilitates interactive learning. Self-assessment is also extensively used to foster self-improvement.
Bibliography	**Main textbook:** • Cottrell, S. (2019). ***The study skills handbook.*** Bloomsbury. **Additional material:** • Gahan, C. & Caulfield, J. (2023, June 01). *How to Paraphrase- A Step-by-Step Guide with Examples*. Scribbr. Retrieved November 3, 2023, from https://www.scribbr.com/working-with-sources/how-to-paraphrase • McCombes, S. (2023, May 31). How to write a summary - Guide & Examples. Scribbr. Retrieved November 3, 2023, from

	https://www.scribbr.com/working-with-sources/how-to-summarize/ ● Mind Tools Content Team (2023). ***How to use charts and graphs effectively***. MindTools. Retrieved November 4, 2023, from https://www.mindtools.com/ahb9niu/how-to-use-charts-and-graphs-effectively ● Benjamine, C. (2023, October 23). ***How to describe graphs, charts, and diagrams in a presentation***. Preply. Retrieved November 4, 2023, from https://preply.com/en/blog/how-to-describe-graphs-in-english/ Academic articles from various disciplines including Psychology, Linguistics, Maritime Studies, Business Communication, Engineering, Computer Science, Sports and Fitness, etc.
Assessment	The method of assessment for this module has been designed to test all the learning outcomes. Students must demonstrate successful achievement of these learning outcomes to pass the module. **Type** — **%** Oral presentation — 10 Practical tasks — 20 Test — 30 Exam — 40
Language	English