

Avonside Girls' High School

Communication English 323 Course Statement 2009

Aims

This course aims to increase students' skills and confidence in writing and speaking. It allows students to gain communication skills and credits required for many programmes at tertiary institutions.

It also demonstrates to prospective employers the appropriate writing and speaking skills required for communication with the public.

Course Content

The course is based on the following Unit Standards in the field of Humanities, the sub-field of Communication Skills and the domain of Interpersonal Communications. It also includes standards which can be used to gain literacy requirements for tertiary study. The course covers the use of plain English in the business world so that students are able to speak and write clearly.

Topics include:

- Analysing and applying principles of the Communication Process Theory
- Giving oral instructions in the workplace
- Film review
- Reading an inclusive variety of written texts and recording the reading experience
- Writing in plain English
- Producing a targeted resume
- Writing a report
- Presenting ideas and information orally to a specified audience in a predictable situation

Methods of Assessment

Work will be assessed by your class teacher and will be moderated externally. An opportunity will be given for work which has not gained competency to be resubmitted once corrections have been made to the areas indicated in the marking schedule.

Recording Results

Included in this handout is a record sheet for you to record your results which will give details of all other school-based tests and examinations. Your achievement will be indicated on the assessment task as it is handed back to you. The class teacher will hold a master copy of your results. You should keep your own record on the tracking sheet provided.

Appeal Procedures.

Any queries about assessment decisions should be made to the class teacher when the task is handed back. Formal appeals should be made within a school week of the assessed work being returned to Mr Joel, Head of the English Department, who will investigate it further or to the Principal's nominee, Ms Lynch.

Standards for NCEA level 2 and 3

| Number and name of Standard | Level | Credit value | When | Length | Date competency achieved |
|--|--------------|---------------------|----------------------------|---|---------------------------------|
| US 9694 Version 5 Analyse and apply principles of communication process theory | 3 | 5 | February - March | 5 weeks | |
| US1312 Version 4 Give oral instructions in the workplace | 3 | 3 | April | 3 weeks | |
| AS 90376 Version 2 Film Review | 2 | 3 | May | 3 weeks | |
| US 12905 Version 3 Read a variety of texts | 2 | 6 | Introduced in April | Complete by 29 October Interviews November | |
| US1279 Version 4 Plain English | 3 | 3 | May -June | 5 weeks | |
| US4252 Version 3 Produce a targeted resume | 2 | 2 | July - August | 4 weeks | |
| US3491 Version 4 Write a report | 3 | 4 | August - September | 5 weeks | |
| US1307 Version 5 Present ideas and information orally to a specified audience in a predictable situation | 3 | 3 | October | 3 weeks | |