



**Douglas  
College**



- viii) Keep group on task
- ix) Mediate conflict
- x) Facilitate consensus
- xi) Summarize discussion outcomes

## As interviewer

- i) Prepare questions
  - ii) Explain purpose
  - iii) Take notes
  - iv) Synthesize/summarize notes
2. To analyze case studies
    - i) Define/analyze problems
    - ii) Brainstorm solutions
    - iii) Evaluate proposed solutions
    - iv) Recommend solutions with rationale
  3. To participate in panels
    - i) Present information
    - ii) Ask/respond to questions
    - iii) Lead/participate in discussion
  4. To participate in debates
    - i) Ask/respond to questions
    - ii) Make timed presentations
    - iii) Analyze issues
    - iv) Collaborate
    - v) Challenge/defend a position
  5. To give impromptu talks on spontaneous topics and under timed conditions
  6. To use pronunciation elements appropriately (problematic sounds, special intonation patterns)
  7. To prepare and deliver formal presentations
    - i) Select topic
    - ii) Assess audience, speaking situation
    - iii) Develop purpose and focus
    - iv) Research topic; develop material
    - v) Prepare outline
    - vi) Develop introduction, body, conclusion
    - vii) Integrate source material
    - viii) Prepare visuals/integrate vT@M7 723.48 TmEM7 7ET@MGCupare.58 443.97 Tm{v}6(iii)TJETQ103.58

Classroom Skills

Take responsibility for the following:

1. attendance and punctuality
2. class work and assignments
3. participation and teamwork

**O: Methods of Instruction:**

The instructor will facilitate, observe and evaluate student and small group instruction will be combined with individual assistance and student-directed learning. Students will participate in the setting of goals by identifying their communicative and language development needs, and will participate in the selection of learning activities.

**P: Textbooks and Materials :**

Students may be required to purchase a textbook BT1 70

7. Participate in a panel presentation (3-5 members; 15-30 minute) using and critiquing multiple sources. One topic could be an evaluation of a recent technological change (e.g. effects of email on workplace communication). The presentation should be organized as follows:
  - i) identify the problem
  - ii) propose a range of potential solutions with the advantages and disadvantages of each
  - iii) discuss the best solution with a rationale
8. Complete oral tasks with a specified level of delivery competence which must include appropriate eye contact, body language and vocal delivery features such as voice quality and appropriate pausing
9. Complete oral and written tasks to a specified level of accuracy
10. Complete quizzes, both skill based and content based
11. Complete at least 2 self-assessments of learning strategies, progress and classroom skills to be discussed with the instructor.

**R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR**

No

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Course Designer(s): Judith Dale

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Education Council / Curriculum Committee Representative

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Dean / Director: Ted James

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Acting Registrar: Brenda Walton