





<p>7.2 presentation</p> <p>7.2.1 group reporting</p> <p>7.2.2 individual speech</p> <p>8. Message Transmission</p> <p>8.1 electronic mail</p> <p>8.2 local area network</p> <p>8.3 teleconferencing</p> <p>8.4 voice mail</p> <p>8.5 facsimile</p>												
<p><b>O:</b> Methods of Instruction</p> <p>Students will learn through short lectures and discussion, group activities, and practice in writing and revising business correspondence and in delivering oral presentations. Peer assessments and self-assessments will be incorporated.</p>												
<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Guffey, Mary and Brendan Nagel. <u>Essentials of Business Communication</u>, Latest Canadian Edition. Scarborough: Nelson Canada</p> <p><u>OADM 1240 Business Communications and Procedures Assessment Forms</u></p>												
<p><b>Q:</b> Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Assignments/Revisions</td> <td style="text-align: right;">20</td> </tr> <tr> <td>* Presentation</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Employability Skills</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Midterm Test</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Written communication tests (min. 3)</td> <td style="text-align: right;"><u>45%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table> <p>* STUDENTS MUST COMPLETE THE ORAL PRESENTATION IN ORDER TO RECEIVE CREDIT FOR THE COURSE.</p>	Assignments/Revisions	20	* Presentation	10	Employability Skills	5	Midterm Test	20	Written communication tests (min. 3)	<u>45%</u>		<u>100%</u>
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<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>												

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 Course Designer(s): Nancy Oike

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 Education Council / Curriculum Committee Representative

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 Dean / Director: Rosilyn G. Coulson

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 Registrar: Trish Angus