

# Communication skills and English as a second language

The Centre for Communication Skills and English as a Second Language (CCS & ESL) is administered by the School of Languages and provides a unique facility in Australian university education. Its mission is to create a culture of student excellence in written and oral communication, presentation skills and the application of information technologies. The centre designs its curriculum and support activities to assist students in arts and other faculties of the University with developing and refining their academic and professional communication skills. A prime objective is to assist with the improvement of English language skills for native and non-native speakers of English and thereby enrich their study experience at Melbourne. These skills-based subjects will be of direct benefit to many students in extending the vocational opportunities provided by the Bachelor of Arts degree.

Subjects available in communication skills and English as a second language address the needs of students seeking to consolidate their English language and communication skills. Study in this area is strategically oriented to the refinement of student skills within an academic environment. In particular, emphasis is placed on effective writing and research techniques and improved fluency and organisation of written and oral presentations.

Several credit subjects on offer are available for students of most faculties although students should consult with a Faculty course adviser to confirm that communication skills and ESL subjects can be credited towards their degree.

## Skills subjects limitations

Students enrolled in an arts degree may credit a maximum of two subjects in communication skills and ESL. See *Skills subjects* (p.5).

## Communication skills

The centre offers the following communication skills based subjects:

- 145-003 Project Based Communication Skills (p.1)
- 145-009 Effective Communication for Engineering (p.1)

These subjects are designed to develop students' academic and communication skills.

## Workplace skills subject

The new subject 145-002 Managing Work and Projects is designed to assist students with the transition from study to work, and provides students with knowledge about contemporary employment and project management. It is for third year students only and includes a work placement.

- 145-002 Managing Work and Projects (p.1)

## English as a second language (ESL)

The Centre offers the following English as a second language subjects:

- 145-004 Advanced ESL 1 (p.2)
- 145-005 Advanced ESL 2 (p.2)
- 145-015 Advanced ESL 2 (Special Program) (p.2)
- 145-006 Advanced ESL 3 (p.2)
- 145-007 Spoken Interaction (p.2)
- 145-008 Advanced ESL: Economics and Commerce (p.2)
- 145-011 Advanced ESL Information Technology (p.3)
- 702-140 Introduction to Architectural Studies (p.8)

These subjects are designed to assist students from non-English speaking backgrounds to improve their English skills.

All applicants will be required to sit a test to determine their level of language proficiency before they are able to enrol in these subjects. Students who are native speakers of English, or who have a comparable level of competency, will not be eligible to enrol.

International students should sit the DELA which is run during Orientation, the week before Semester 1. Local students should contact the centre to sit an ESL placement test.

## For more information

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## Communication skills subjects

### First year subjects

#### 145-003 Project Based Communication Skills

**Note:** Formerly available as 145-134/234. Students who have completed 145-134 or 145-234 are not eligible to enrol in this subject.

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Celia Thompson

**Prerequisites:** Non-native speakers will need to present evidence of English language proficiency (e.g. 7 on IELTS or equivalent) or be interviewed by CCS & ESL staff. There are no specific requirements for native speakers.

**Contact:** A 1-hour lecture and a 2-hour tutorial per week (*Semester 1, repeat 2*).

**Description:** In this subject, through a project-based approach to learning, students should develop their skills in oral, written and electronic forms of communication. The subject is designed for both native and non-native speakers of English (see *Prerequisites*). Students will be introduced to the basic principles of group dynamics, graphic design, and the use of web technology and multimedia for communication. Students should also develop their ability to write in a variety of genres and to give formal and informal presentations.

**Assessment:** A combination of group and individual assessment will be used. Group written project of 800 words, an individual oral presentation equivalent to 800 words, a written paper of 1600 words, and essay of 400 words, class exercises equivalent to 400 words, and tutorial participation (10%).

#### 145-009 Effective Communication for Engineering

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Celia Thompson

**Prerequisites:** This subject is available to all first year engineering students. It is particularly suitable for international and local students from diverse language backgrounds.

**Contact:** A 1-hour lecture, a 1-hour tutorial and a 2-hour computer lab practical per week (*Semester 1, repeat 2*).

**Description:** Students will develop their competence in spoken, written and electronic forms of communication; they will develop an understanding of aspects of basic communication theory, group dynamics, critical thinking, the role of peer reviewing and teamwork. Tutorials will be held in a multimedia learning environment to develop students' knowledge of on-line technologies and web page publishing. Lectures and tutorials will be designed around topics that relate engineering to broader social contexts such as the environment and sustainable development, professional aspects of current Australian engineering projects and issues concerning engineering and management.

**Assessment:** A combination of group and individual assessment will be used. Written work totalling 4000 words comprising a group written project of 800 words, a 2000 word report, a 10-minute oral presentation (equivalent to 800 words) using multimedia and a further 400 words written in class.

**Prescribed texts:** S P Johnston & E Jones, *Engineering and Society: An Australian perspective*, 2nd edition, Longman, 1999.

### Third year subject

#### 145-002 Managing Work and Projects

**Note:** There is a quota of 50 places in this subject. Students must contact the Centre for Communication Skills and English as a Second Language for further details.

**Availability:** 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Joanna Tapper & Emma O'Connell

**Prerequisites:** 50 points of second year study.

**Contact:** Thirty-six hours of instruction; a 2-hour lecture and a 1-hour tutorial per week, and 40 hours of work placement (*Semester 1, repeat 2*).

**Description:** Students will gain insights into bridging the gap between study and the workplace. They will be introduced to concepts of project management, consultancy, career management and working within organisations. Students will complete a 12-week project during their placements, supervised by the coordinators. In the placements, students will apply knowledge gained in the subject content, and develop transferable skills. Work-related oral, written, IT and team skills will be fostered by practice, self-reflection and constructive feedback. On completion of the subject, students will have knowledge of current workplace demands and have developed skills that will make them productive in the workplace.

**Assessment:** 4000 words, comprising assignments totalling 3000 words, and an oral presentation equivalent to 1000 words. Students are required to attend 80% of classes and submit all assignments to be eligible for assessment.

**Prescribed texts:** J Dwyer, *Communicating in Business*, Prentice Hall, 1999.  
• E Verzuh, *The Fast Forward MBA in Project Management*, John Wiley New York, 1999.

## ESL subjects

### First year subjects

#### 145-004 Advanced ESL 1

**Note:** Formerly available as 145-120. Students who have completed 145-120 are not eligible to enrol in this subject.

Strict enrolment deadlines apply to subjects taught during the Summer Semester. Any enrolment in, or withdrawal from, this subject for the Summer Semester must be made in line with HECS census dates, see page 6.

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Celia Thompson

**Prerequisites:** All applicants will be required to sit for a selection test to determine their level of language proficiency before they are able to enrol in this subject. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture and three hours of tutorials per week (*Semester 1, repeat 2, Summer*).

**Description:** This subject takes a content-based approach to English for academic purposes. Students will develop their academic skills through a study of themes in the history of Australian immigration. The skills focused on include the ability to write assignments, essays and short exam answers fluently, accurately and appropriately, to take effective notes in lectures, read academic texts effectively and critically, and speak appropriately in academic settings.

**Assessment:** Three integrated listening/reading/writing assignments totalling 1300 words, a written assignment of 1300 words, a folio consisting of short written texts totalling 1400 words, and tutorial participation (10%).

**Prescribed texts:** A subject reader will be available.

#### 145-005 Advanced ESL 2

**Note:** Formerly available as 145-121. Students who have completed 145-121 are not eligible to enrol in this subject.

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Geoff Millar

**Prerequisites:** Satisfactory completion of 145-004 Advanced English as a Second Language 1, or an acceptable level of language proficiency as determined by a test. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture and three hours of tutorials per week (*Semester 1, repeat 2*).

**Description:** In this subject students should develop their academic skills in oral, written and electronic forms of communication through the study of current issues in Australian politics, economics and society. The skills focused on include the ability to research topics through physical and electronic resources, to critically analyse a range of academic texts, and to synthesise material from a range of sources to produce oral presentations and written papers that are fluent, well-organised and effectively expressed.

**Assessment:** A major project including an oral presentation equivalent to 800 words and a written paper of 1200 words, an integrated listening/reading/writing task equivalent to 500 words, other class assessment tasks equivalent to 1500 words, and tutorial participation. In order to successfully complete this subject, students are required to submit all written assignments, and to attend 80% of all classes.

**Prescribed texts:** A subject reader will be available.

#### 145-015 Advanced ESL 2 (Special Program)

**Note:** This subject is only available to students enrolled in the extended Bachelor of Music degree.

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Geoff Millar

**Prerequisites:** 145-004 Advanced ESL 1 (*p.2*) and 145-007 Spoken Interaction (*p.2*).

**Contact:** A 1-hour lecture, three hours of tutorials and four hours of IELTS preparation per week (*Semester 2*).

**Description:** In this subject students should develop their academic skills in oral, written and electronic forms of communication through the study of current issues in Australian law, politics and society. The subject focuses on skills such as the ability to research topics through physical and electronic resources, to critically analyse a range of academic texts, and to synthesise material from a range of sources to produce oral presentations and written papers that are fluent, well-organised and effectively expressed. Students will be prepared for IELTS testing.

**Assessment:** Students must pass both section (a) and (b) in order to pass this subject: a) An oral presentation, a major written assignment, contribution to class activities and class assessment tasks totalling 4000 words. b) A score of at least 6.5 in the IELTS test.

#### 145-006 Advanced ESL 3

**Note:** Formerly available as 145-122. Students who have completed 145-122 are not eligible to enrol in this subject.

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Anne Isaac

**Prerequisites:** All applicants will be required to sit for a selection test to determine their level of language proficiency before they are able to enrol in this subject. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture and three hours of tutorials per week (*Semester 2*).

**Description:** This subject aims to develop participants' language skills by increasing their awareness of how language produces meaning in texts. Students should develop their reading and writing skills and vocabulary knowledge through the use of interactive techniques and discussion. The curriculum includes a range of text types with particular attention paid to the way language is used in a variety of texts from Australian literature.

**Assessment:** Oral class assessments equivalent to 400 words, written work totalling 800 words, an oral presentation equivalent to 800 words, and two written assignments totalling 2000 words.

**Prescribed texts:** A subject reader will be available.

#### 145-007 Spoken Interaction

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Celia Thompson

**Prerequisites:** All applicants will be required to sit for a selection test and attend an oral interview to determine their level of language proficiency before they are able to enrol in this subject. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture and three hours of tutorials per week (*Semester 1, repeat 2*).

**Description:** This subject should develop students' ability to speak English with greater confidence, fluency and intelligibility in a range of situations. The curriculum focuses on tasks designed to improve participants' oracy for self-expression, practical purposes and communication of knowledge. Students who complete the subject should be able to recognise verbal and non-verbal features of spoken communication and to understand the role they play in conveying meaning. Knowledge of the phonological system in English (rhythm and intonation particularly) will be developed in the context of the situations studied.

**Assessment:** Short combined written/oral assignments (totalling 1200 words), an oral presentation (800 words) and an oral interview task (2000 words).

**Prescribed texts:** Materials will be available from the Centre for Communication Skills & ESL.

#### 145-008 Advanced ESL: Economics and Commerce

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Neomy Storch

**Prerequisites:** All applicants will be required to sit for a selection test to determine their language proficiency before they are able to enrol in this subject. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture and three hours of tutorials per week (*Semester 1, repeat 2*).

**Description:** This subject involves the study of economics and commerce content-based English for academic purposes. Students should develop their academic skills through a study of Australia's economy and its major economic institutions. The skills focused on include the ability to speak appropriately in academic settings, communicate confidently as part of a team, read

economics and commerce texts critically, take effective notes in economics/commerce lectures, and write reports and assignments fluently and accurately.

**Assessment:** Three integrated listening/reading/writing assignments, two written assignments, additional written tasks and tutorial participation totalling 4000 words.

**Prescribed texts:** A subject reader will be available.

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### 145-011 Advanced ESL Information Technology

**Availability:** 1st year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Geoff Millar

**Prerequisites:** All applicants will be required to sit a test to determine their language proficiency before they are able to enrol in this subject. Students who are native speakers of English or whose language proficiency is near-native are not eligible to enrol.

**Contact:** A 1-hour lecture, a 1-hour language class and a 2-hour language class per week (*Semester 1, repeat 2*).

**Description:** This subject focuses on the development of content-based English for academic purposes through a study of systems analysis and design methods. The subject asks students to focus on language skills and tasks which are integral to their academic studies and which will also prepare them for the professional setting. The discipline-specific content will be delivered by academic staff with expertise in information systems and computer science. Topics will include methods for gathering information about problem situations, and methods for feeding back information. Through participation in this subject, students should develop their ability to speak appropriately in academic settings, deliver presentations confidently using electronic tools, communicate well in a team, take notes in lectures and read academic texts effectively, write assignments, reports and summaries fluently, accurately and appropriately, and have a better understanding of organisational problems and opportunities, and of ways of determining stakeholders' needs within the organisational context.

**Assessment:** Oral presentations totalling 10 minutes, two integrated listening, reading and writing assignments totalling 800 words, a written assignment of 1000 words, a folio consisting of five written texts and totalling 1000 words, and tutorial participation. In order to successfully complete this subject, students are required to submit all written assignments, and to attend 80% of all classes.

**Prescribed texts:** A subject reader will be available with extracts from sources on systems analysis and design methods.

