

# Communication skills and English as a second language

Email: [ccs.esl@language.unimelb.edu.au](mailto:ccs.esl@language.unimelb.edu.au)

## Communication skills subjects

### First, second and third-year subjects

The Centre for Communication Skills and English as a Second Language (CCS & ESL) is located in 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 and other degree programs.

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

Communication Skills and ESL subjects are 'skills-based subjects'. Students enrolled in an arts degree may credit a maximum of three skills subjects towards their course. See *Skills-based subjects* (p.6). Students from other faculties should check for skills subject limitations at their Faculty Office.

### Communication skills

The centre offers the following communication skills based subjects:

- 145-134 Project Based Communication Skills (p.1)
- 145-126 Effective Communication for Engineering (p.1)
- 145-210 Business and Management Writing (p.1)
- 145-211 Technical Writing (p.2)

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

### Workplace skills subject

The subject 145-300 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.

- 145-300 Managing Work and Projects (p.2)

### English as a second language (ESL)

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

- 145-120 Advanced ESL 1 (p.3)
- 145-121 Advanced ESL 2 (p.3)
- 145-128 Advanced ESL 2 (Special Program) (p.2)
- 145-122 Exploring Style and Meaning in Language (p.3)
- 145-124 Spoken Interaction (p.3)
- 145-125 Advanced ESL: Economics and Commerce (p.2)
- 145-127 Advanced ESL Information Technology (p.2)
- 702-140 Introduction to Built Environment Stud's (p.9)

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 the week before the start of Semester 1 and the week before the start of Semester 2. Local students should contact the centre to sit an ESL placement test.

### For more information

Centre for Communication Skills and English as a Second Language (ESL)  
138 Cardigan Street  
Carlton Victoria 3053  
Tel: +61 3 8344 4491

### 145-134 Project Based Communication Skills

**Note:** Formerly available as 145-003/234. Students who have completed 145-003/234 are not eligible to enrol in this subject.

**Availability:** 1st, 2nd and 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Geoff Millar

**Prerequisites:** Non-native speakers will need to present evidence of English language proficiency (eg. 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%).

### 145-126 Effective Communication for Engineering

**Note:** Formerly available as 145-009. Students who have completed 145-009 are not eligible to enrol in this subject.

**Availability:** 1st, 2nd and 3rd 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. Students should contact the subject coordinator before enrolling in the subject.

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

**Description:** Students will develop their competence in spoken, written and electronic forms of communication; they will develop an understanding of basic communication theory, group dynamics, critical thinking, the role of peer reviewing and teamwork. Tutorials will be held in a multimedia learning environment in order to develop students' knowledge of on-line technologies and electronic communication aids. Lectures and tutorials will be designed around topics that relate Engineering to broader social contexts such as the environment and sustainable development, the impact of computer technology on society and engineering and management issues. Particular attention will be paid to the structure and grammatical accuracy of students' oral presentations and written assignments.

**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 edn, Longman, 1999.

### Second/third-year subjects

#### 145-210 Business and Management Writing

**Availability:** 2nd and 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Joanna Tapper

**Prerequisites:** 100 points at any level

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

**Description:** In this subject, students are introduced to written communication that is very different from academic writing. They learn about the theoretical basis of workplace written communication; and about the importance of audience analysis, conveying goodwill and various kinds of persuasion. Key aspects of workplace communication, such as collaborative work, 'authorless' writing and recurrent revision of documents will be discussed and demonstrated. Students will learn to analyse the requirements for different

kinds of written documents (eg. memos, letters, leaflets, reports), develop awareness of ethical and legal issues, and understand cross-cultural aspects of business writing. Students will apply subject content in practical written assignments, and in preparing documents for business meetings. Through a report assignment students will become familiar with the written communication that characterises a particular business or management workplace.

**Assessment:** Written work totalling 4000 words, comprising an analytical report (individual work, 2000 words), a group project to organise and run a business/management meeting (group work, equivalent of 2000 words), and classwork and homework portfolio (individual work, hurdle requirement to be eligible for assessment).

**Prescribed texts:** K O Locker, *Business and Administrative Communication*, 6th edn, Mc Graw Hill, 2003.

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### 145-211 Technical Writing

**Availability:** 2nd and 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Joanna Tapper

**Prerequisites:** 100 points at any level

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

**Description:** The subject introduces students to the basic principles of technical communication. It is designed to enable students studying in a range of scientific, technical, humanities and social science fields to apply their existing skills and knowledge to technical communication contexts. Content covers the challenges of technical communication, such as writing for the needs of varied readers, displaying information visually, and designing documents that help readers to use and understand information. Ethical, legal and cross-cultural aspects of technical communication will be covered. Students will learn about and produce standard types of technical documents such as proposals, instructions and reports. The collaborative nature of technical writing will be stressed in classwork and assignments. On completion of the subject, students should be able to analyse the requirements of technical communication situations, gather and present data and design documents that are suited to the needs of their readers.

**Assessment:** Written work totalling 4000 words, comprising a team project to produce the written text, visuals and mock-up design for a set of instructions (group work, 2000 words), a team oral presentation of the instructions (group work, 500 words), a report for decision-making (individual work, 1500 words), and classwork and homework portfolio (individual work, hurdle requirement to be eligible for assessment).

**Prescribed texts:** M M Lay et al, *Technical Communication*, 2nd edn, McGraw Hill, 2000.

### Third-year subject

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#### 145-300 Managing Work and Projects

**Note:** Formerly available as 145-002. Students who have completed 145-002 are not eligible to enrol in this subject. 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; two 1-hour lectures 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 40-hour 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

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#### 145-128 Advanced ESL 2 (Special Program)

**Note:** Formerly available as 145-015. Students who have completed 145-015 are not eligible to enrol in this subject. 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

**Prerequisites:** 145-120 Advanced ESL 1 (*p.3*) and 145-124 Spoken Interaction (*p.3*).

**Semester:** Not Offered

**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.

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#### 145-125 Advanced ESL: Economics and Commerce

**Note:** Formerly available as 145-008. Students who have completed 145-008 are not eligible to enrol in this subject.

**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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#### 145-127 Advanced ESL Information Technology

**Note:** Formerly available as 145-011. Students who have completed 145-011 are not eligible to enrol in this subject.

**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.

### First, second and third-year subjects

#### 145-120 Advanced ESL 1

**Note:** Formerly available as 145-004. Students who have completed 145-004 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 7.

**Availability:** 1st, 2nd and 3rd 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 focuses on the English language and academic skills required for university study using materials from contemporary Australian themes. The course aims to develop the following skills: academic writing, effective note-taking, reading strategies and analysis of texts, critical thinking, speaking appropriately in academic settings, examination techniques, group work and other skills.

**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.

#### 145-121 Advanced ESL 2

**Note:** Formerly available as 145-005. Students who have completed 145-005 are not eligible to enrol in this subject.

**Availability:** 1st, 2nd and 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Gavin Melles

**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.

#### 145-122 Exploring Style and Meaning in Language

**Note:** Formerly available as 145-006. Students who have completed 145-006 are not eligible to enrol in this subject. Formerly Advanced English as Second Language 3 (AESL 3). Students who have completed AESL 3 are not eligible to enrol in this subject.

**Availability:** 1st, 2nd and 3rd 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 one-hour lecture and three hours of language classes per week (*Semester 1*).

**Description:** The subject focuses on developing participants' language and literacy skills by increasing their awareness of how different language choices affect the meaning of texts. Students will be involved in the analysis and writing of a range of literary and non-literary text types, including narratives from fiction and non-fiction; poems; advertisements; cartoons; letters; newspaper texts; academic texts and essays. The subject emphasises a 'discovery' approach to learning, the use of interactive class activities and the exchange of ideas and responses through discussion. Students should develop a better understanding of the relationship between language form and meaning, a stronger knowledge of text cohesion, grammar and vocabulary, and greater confidence and ability to use language in spoken and written communication. The subject should also develop their reading skills, particularly their ability to read between the lines, and their ability to think independently, critically and creatively. Finally, on completion of this subject, students should have a deeper understanding of Australian culture and society.

**Assessment:** Oral class assessments equivalent to 200 words, an oral presentation totalling 800 words, a written folio totalling 800 words, and two written assignments totalling 2200 words.

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

#### 145-124 Spoken Interaction

**Note:** Formerly available as 145-007. Students who have completed 145-007 are not eligible to enrol in this subject.

**Availability:** 1st, 2nd and 3rd year

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Celia Thompson

**Prerequisites:** All applicants will be required to attend an informal 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' spoken performance in academic and informal settings. Knowledge of the phonological system in English (rhythm, stress and intonation particularly) will be developed. Seminar, discussion, and oral presentation skills will be practised while verbal and non-verbal features of spoken interaction and their role in conveying meaning will be highlighted.

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

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

