

# Communication Skills

The Communication Skills program is located in the Department of Linguistics and Applied Linguistics 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 curriculum is designed to assist students in Arts and other faculties of the University with developing and refining their academic and professional communication skills. 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.

## Skills subjects limitations

Communication Skills subjects, along with ESL subjects, computer skills subjects and subjects that focus on workplace skills, are termed '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.7). Students from other faculties should check for skills subject limitations at their Faculty Office.

## Communication skills subjects

- 175-134 Project Based Communication Skills (p.1)
- 175-210 Business and Management Writing (p.1)
- 175-211 Technical Writing (p.1)

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

## Workplace skills subject

The subject 175-300 Managing Work and Projects (p.1) 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.

## For more information

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## Communication skills subjects

### First, second and third year subject

#### 175-134 Project Based Communication Skills

**Note:** Formerly available as 145-003/134/234. Students who have completed 145-003/134/234 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 (ie. 7 on IELTS or equivalent) or be interviewed by CCS staff. There are no specific requirements for native speakers.

**Contact:** A 2-hour workshop and a 1-hour computer lab 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, 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 an essay of 400 words, class exercises equivalent to 400 words, and tutorial participation (10%). because of the strong focus on teamwork and collaboration, students are required to attend not less than 80% of all classes.

## Second/third-year subjects

### 175-210 Business and Management Writing

**Note:** Formerly available as 145-210. Students who have completed 145-210 are not eligible to enrol in this subject.

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

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Joanna Tapper

**Prerequisites:** 100 points of university study at any level

**Contact:** A 1-hour lecture and a 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), a group project and a classwork and homework portfolio (individual work).

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

### 175-211 Technical Writing

**Note:** Formerly available as 145-211. Students who have completed 145-211 are not eligible to enrol in this subject.

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

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Joanna Tapper

**Prerequisites:** 100 points of university study at any level

**Contact:** A 1-hour lecture and a 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 (written and oral), a report (individual work), and classwork and homework portfolio (individual work).

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

## Third-year subject

### 175-300 Managing Work and Projects

**Note:** Formerly available as 145-002/300. Students who have completed 145-002/300 are not eligible to enrol in this subject. There is a quota of 50 places in this subject. Students must contact the Department of Linguistics and Applied Linguistics for further details.

**Availability:** 3rd year

**Credit points:** 12.5

**HECS-band:** 2

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

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

**Contact:** 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 written 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:** Subject notes will be available from the Bookroom.

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