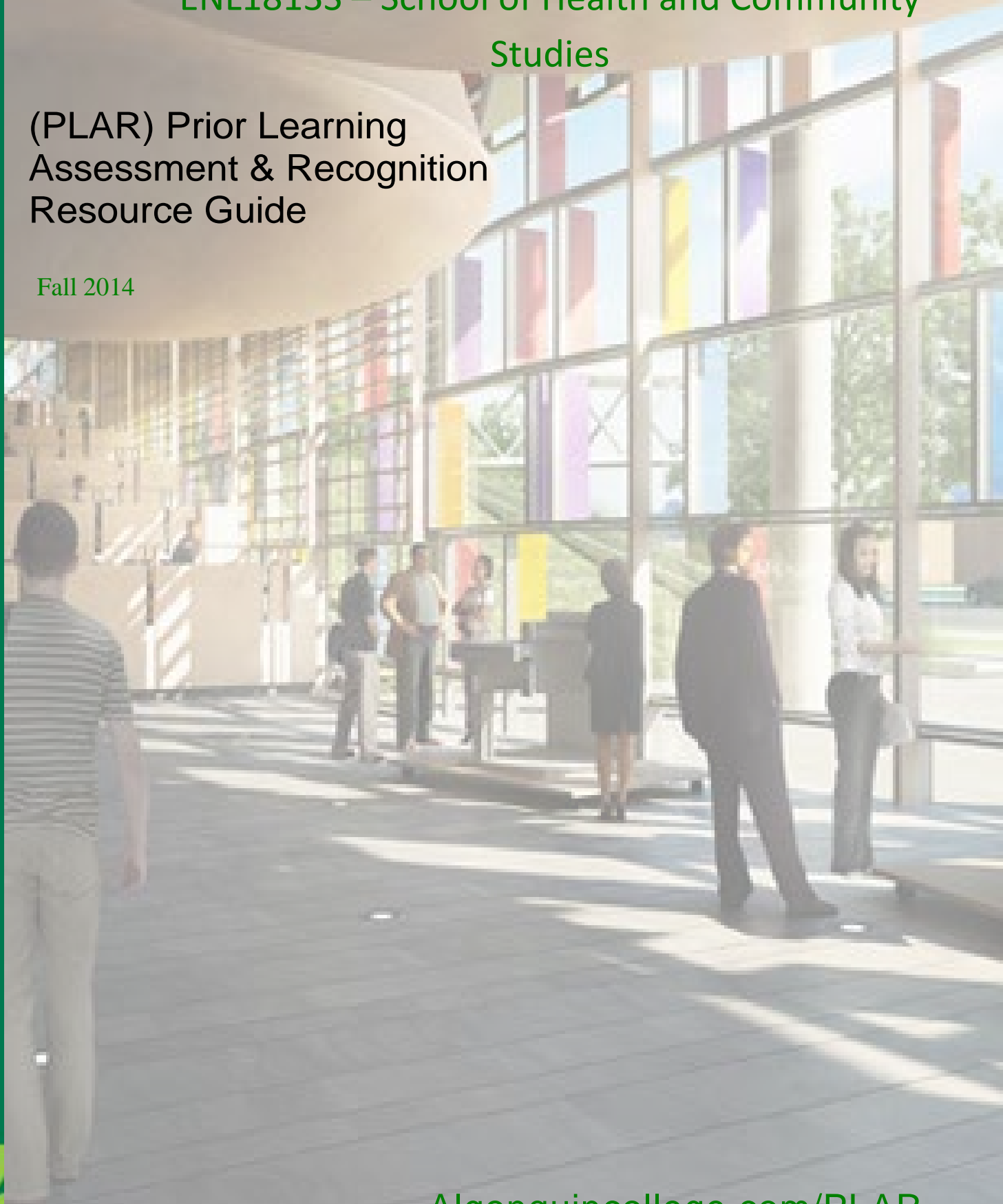


Communications I

ENL1813S – School of Health and Community
Studies

(PLAR) Prior Learning
Assessment & Recognition
Resource Guide

Fall 2014



PLAR Steps: 5 A's To Credit Recognition

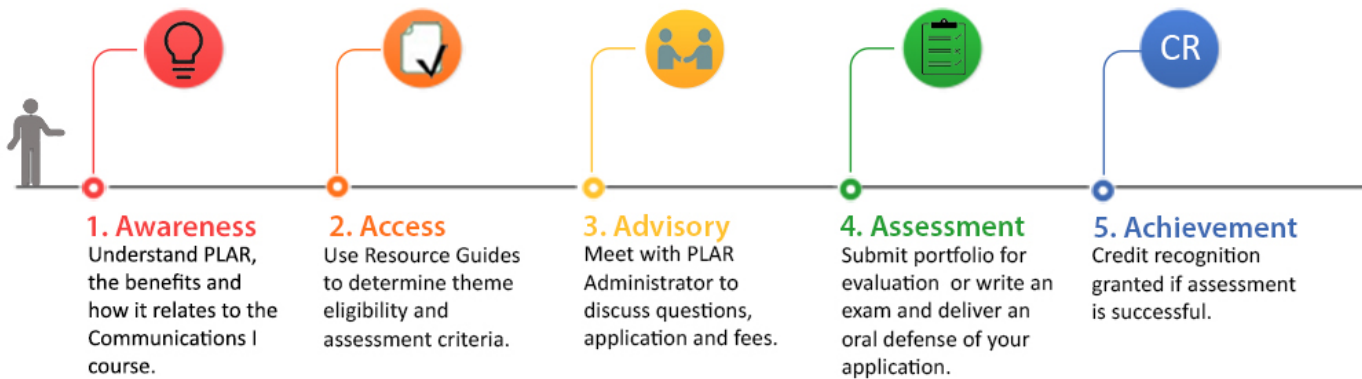


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Revised: August 25, 2014

Introduction

The purpose of this resource guide is to help you follow the five steps of the Prior Learning Assessment and Recognition (PLAR) process for ENL1813S:

1. [Awareness](#) – Understand PLAR and how it can benefit you.
2. [Access](#) – Self-assess against course requirements and review PLAR assessment criteria.
3. [Advisory](#) – Meet with PLAR Administrator to discuss questions, application and fees.
4. [Assessment](#) – Submit portfolio for evaluation or complete challenge process.
5. [Achievement](#) – Credit recognition granted if assessment is successful.

***Please Note:** This Resource Guide is only for **Communications I (ENL1813S) PLAR**.

Exemptions

If you have previously taken a course through a recognized post-secondary institution in this subject area, you may be eligible for a course exemption. This is different from the PLAR process. You must complete a request for an exemption through the Registrar's Office. For more information visit the Registrar's Office. <http://www3.algonquincollege.com/ro/apply-to-college-and-program-eligibility/advanced-standingexemptions/>

 **Step 1: Awareness*****Step 1: Awareness – Explore PLAR***

PLAR (Prior Learning Assessment and Recognition) is designed for people who have acquired significant knowledge and skills in different learning settings and experiences outside of traditional accredited post-secondary institutions. You should be able to use this knowledge and these skills in a variety of new settings. If you have acquired such skills and knowledge, then you have the opportunity to prove your learning that relates to the applicable course learning requirements assessed and possibly recognized in the form of academic credit.

Other than in formal classroom situations, learning can be gained through:

- ✓ Employment experience
- ✓ Military training or service
- ✓ Volunteer work or community service
- ✓ Online learning, seminars, corporate training and workshops
- ✓ Professional development, skills training, non-degree programs
- ✓ Self-directed learning such as reading, research

Possible Benefits of PLAR

- Accelerate program of study completion.
- Save time by taking fewer classes.
- Gain confidence and self-esteem from having your previous accomplishments recognized.
- Strengthen the links between your formal studies and your work and life experience.

 **Step 2: Access****Step 2: Access – Review Course Learning Requirements and Self-Assess**
Communications I: School of Health and Community Studies (ENL1813S)**Course Description**

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. Through a combination of lectures, exercises, and independent learning, students practice writing, speaking, reading, listening, locating and documenting information and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Course Learning Requirements

1. Plan, write, revise, and edit short documents and messages that are organized, complete, and tailored to specific audiences.
2. Plan and deliver short, organized spoken messages and oral reports tailored to specific audiences and purposes.
3. Interpret and reframe information gained from spoken messages in ways that show accurate analysis and comprehension.
4. Use effective reading strategies to collect and reframe information from a variety of written materials.
5. Locate, select, and organize relevant and accurate information drawn from a variety of sources appropriate to the task.
6. Integrate and document information using commonly accepted citation guidelines.
7. Select and use common, basic, information technology tools to support communication.

After reading the course description and learning requirements, you may be asking yourself, “**What does this mean for ME?**” The self-assessment will help you determine what you have done in the past that might qualify you for a PLAR credit in this course.

Self-Assessment

This self-evaluation is designed to assist you in determining whether you have prior learning that might be used to prove competence to achieve credit for this course. Review the following statements below. Give yourself one mark for each statement you feel you have demonstrated at a post-secondary level from prior learning. Add your score at the end and compare your total to the scoring scale below.

I have...

1. Planned, written, revised, and edited short documents and messages, that are organized, complete and tailored to specific audiences, using common technology tools and software and have applied the proper use of sentence structure, grammar, and punctuation.
2. Planned and delivered short, organized spoken messages and oral reports tailored to specific audiences and purposes.
3. Used effective reading strategies to collect and reframe information from a variety of written materials accurately.
4. Interpreted and reframed information gained from spoken messages in ways that show accurate analysis and comprehension.
5. Located and selected relevant and accurate information from a variety of sources appropriate to the task, and organized the resulting information with appropriate APA citations.
6. Paraphrased, summarized, and reformatted information collected from written materials and have applied the proper use of sentence structure, grammar, and punctuation.
7. Selected and used common, basic, information technology tools to support communication.

Total: ____ / 7

Compare your results with the scoring scale below to determine your likelihood of obtaining credit for this course through PLAR. Please note that in most programs in Health and Community Studies, the ability to speak clearly and correctly and the ability to write a properly documented original report or essay are essential for success within the program.

Scoring	Scale
6-7	You are a good candidate to proceed with the PLAR process. Continue to Step 3 in this guide.
5	You may need additional prior learning to be successful in completing the PLAR process. Please meet with the PLAR administrator.
0-4	You are unlikely to be successful in completing the PLAR process. It is recommended that you enroll in the course.

 **Step 3: Advisory**

Step 3: Advisory - Meet with the PLAR Administrator

If, after you have completed the self-evaluation in Step 2, your score was five or higher, the next step is to go to the PLAR office (Room C-214 – Woodroffe Campus) to meet with the PLAR Administrator. The PLAR Administrator will discuss your self-evaluation results with you and provide details on completing the application, fees and the assessment process. You may then decide to proceed with the PLAR process or register for the course.

Step 4: Assessment

Option 1: Portfolio Submission

The portfolio is a binder of information which describes your relevant experience, identifies and analyses your learning achievements as they relate to the course learning requirements, and provides validation through a collection of documents that provide evidence of your learning.

In this option, to achieve credit recognition through the PLAR process, you need to submit a portfolio which includes:

1. An introductory letter, résumé and documents that prove your learning against course requirements (see below).
2. A supervisor verification of prior learning (recommended, if available).

Portfolio Requirements

Components of Portfolio	Mastery	Satisfactory	Minimal	Unsatisfactory
A) Introductory Letter				
B) Resume				
C) Documents to satisfy CLRs				

Each component of the portfolio must meet a minimum of satisfactory level. (Rubrics/Scoring Charts are available in the Option 1 Resource Package.)

Documents to Satisfy/Validate Meeting the CLRs (Course Learning Requirements):

(but not limited to)

- i. A correctly formatted business message that you have written
- ii. A correctly formatted piece of academic writing that you have written
- iii. Evidence (video recording or supervisor testimony) that you have delivered an effective oral business presentation(s) to a live audience
- iv. Evidence that you have used appropriate primary and/or secondary sources in research and used APA citations correctly
- v. Other types of writing that may satisfy one or more of the CLRs of this course

*further detail available in the Option 1 Resource Package (includes: specifics of portfolio development, and rubrics/scoring charts for assessment)

Option 2: Challenge Package

In this option, to achieve credit recognition through the PLAR process, you need to:

1. Submit an introductory letter and résumé.
2. Complete a written exam and an oral presentation.

Challenge Package Requirements

Each component of the Challenge Package must meet a minimum of satisfactory level. (Rubrics/Scoring Charts are available in the Option 2 Resource Package.)

Exam Essay:

A 500 – 800 word essay related to communication skills. A topic and an article will be provided during the exam.

*further detail available in the Option 2 Resource Package (includes: specifics of required components and exam, and rubrics/scoring charts for assessment)

Step 5: Achievement

Step 5: Achievement - Credit Recognition

Once the portfolio or the optional challenge is assessed, you will be notified of the results by the PLAR Office. The assessor will have completed a form detailing his/her assessment. That information is available to you. The grade CR will appear on your transcript if the assessment criteria were met.

For More Information:

Please contact the PLAR Office
Phone: (613) 727-4723 x 7027
plar@algonquincollege.com

PLAR information:

<http://www3.algonquincollege.com/plar/>
<http://www3.algonquincollege.com/directives/policy/prior-learning-assessment-and-recognition/>

Option 1 Portfolio: Resource Package

Contact the PLAR Administrator prior to assembling your portfolio.

The following guidelines are provided to assist you in the assembly of a portfolio for Prior Learning Assessment and Recognition. Read the guidelines carefully and include each component as described in these guidelines.

What is a portfolio?

The portfolio is a binder of information which describes your relevant experience, identifies and analyses your learning achievements as they relate to the course learning requirements, and provides validation through a collection of documents that provide evidence of your learning.

The Portfolio must adequately:

- Identify/describe your relevant learning accomplishments (knowledge, skills, competencies, abilities).
- Show a match between learning accomplishments and the requirements of the course.
- Prove these learning accomplishments with supportive documents.

What are the Essential Components of an Educational Portfolio?

1. Title Page
2. Introductory Letter
3. Résumé
4. Index to Documentation
5. Documents to Support the Course Learning Requirements

1. Title Page

- The portfolio title page should include the following components:
 - The name of the course for which you are submitting your portfolio
 - Your name and address, phone number, and email address
 - Your student number, if applicable
 - The date of submission of the portfolio
 - A (signed and dated) declaration of accuracy and verification
 - I declare that all of the information in this portfolio is accurate and true.**
 - I hereby present this portfolio of evidence of learning, and commit that all documents have been developed by me (in whole or in part, as indicated) during my prior learning.**

2. Introductory Letter

- Write a maximum of two pages.
- Use business format.
- Introduce yourself and the purpose for the portfolio (i.e. To obtain credit in _Course 1000A_____). Convince the assessor that you have mastered the skills taught within ENL1813S. Demonstrate your ability to distinguish between experience and learning. If you worked in a confidential environment you may wish to mention that and detail what sorts of documents are included in the portfolio.

3. Résumé

- The résumé is a general summary of your education and employment background.
- It should be written to emphasize your strengths and abilities and to highlight your accomplishments as they relate to the CLRs (Course Learning Requirements).
- The following areas of information should be included:
 - education
 - work experience
 - activities and interests
 - career aims or goals
 - references

4. Index

This section is a key element in the portfolio. It organizes your evidence to prove your learning meets the CLRs. Credit is awarded for the learning that has resulted from workplace experience and other ways of learning.

The following is an example of the template you should use to describe how your learning matches the course learning requirements and embedded knowledge and skills which are listed in the course outline. Use an A to Z method of organizing your documents.

CLR Number	Course Learning Requirement	Where the learning was acquired	What documents will verify learning	Index Tabs A - Z
1	Plan, write, revise, and edit short documents and messages that are organized, complete, and tailored to specific audiences.			
2	Plan and deliver short, organized spoken messages and oral reports tailored to specific audiences and purposes.			
3	Interpret and reframe information gained from spoken messages in ways that show accurate analysis and comprehension.			
4	Use effective reading strategies to collect and reframe information from a variety of written materials accurately.			
5	Locate, select, and organize relevant and accurate information drawn from a variety of sources appropriate to the task.			
6	Integrate and document information using commonly accepted citation guidelines.			
7	Select and use common, basic information technology tools to support communication.			

NOTE: One document may satisfy several CLRs (Course Learning Requirements).

Information included in this index should be reflected in both the Introductory Letter and Resume.

5. Documents to Support the Learning

The purpose of the documentation section of your portfolio is to provide evidence of the learning you have described in the Index. Just as students in a classroom must provide evidence of their learning in the form of book reports, oral presentations, research papers or examination results, so you will be expected to demonstrate that you really possess the knowledge or skills you claim to have. The documents should be filed under A-Z index tabs.

Documentation may take many forms, such as:

- i. A correctly formatted business message that you have written
- ii. A correctly formatted piece of academic writing that you have written
- iii. Evidence (video recording or supervisor testimony) that you have delivered an effective oral business presentation(s) to a live audience
- iv. Evidence that you have used appropriate primary and/or secondary sources in research and used APA citations correctly
- v. Course materials from workplace training
- vi. An official transcript of a company training course you've taken
- vii. A letter from a former employer outlining your job responsibilities and describing your performance
- viii. Other types of writing that may satisfy one or more of the CLR's of this course

Documentation resources usually fall into two categories: direct and indirect (not to be confused with the direct and indirect writing pattern – also known as deductive order and inductive order).

Direct Documentation refers to products you have created, presentations you have given, reports you have written, or any business communication you have produced. In most cases, direct documentation serves as the strongest evidence that you really do know what you say you know or have the skills you say you have. If the document was not created by you alone, you must clarify your role in its development and completion.

Examples of direct documentation include:

- Letters, emails, memos, reports, or other business messages you have compiled and written, in whole or in part
- Video or audiovisual tapes of speeches, talks, training or other presentations you have given

Indirect documentation is usually information about you and your accomplishments. It can take the form of:

- Letters written on your behalf by employers, co-workers business partners, business consultants, teachers, church, community or government leaders, or professional association members
- Commendations you may have received (awards, medals, official recommendations)
- Official personnel evaluations by your supervisor
- Transcripts showing test results of college courses passed or documenting completion of training program
- Program notes from performances you have given or exhibits in which you have shown your work
- Trade industry or newspaper articles about you

Weak sources of documentation, which should be avoided, include:

- Letters from family members
- Newspaper clippings about events in which you say you participated but which do not mention you; or job evaluations that are not specific about what you actually did or what skills you exhibited; an evaluation that merely states you were a good employee, or even a superb employee, is poor documentation for your skills and learning.

How do I put the Portfolio together?

The basic principle that should guide you in putting together your portfolio is this: **make it easy for the reader/assessor to understand.**

Selective: Only those facts, documents, and data which are directly connected with your credit request should be included in the portfolio. Avoid redundancy. Note: One document may satisfy several CLRs (Course Learning Requirements).

Organized: Documents should be organized according to the Portfolio Index.

Neat, grammatically correct and clearly written: Ideally it should be done through word processing for appearance and ease of revision. Don't submit a handwritten document.

Errors in grammar, spelling, punctuation, or layout could result in denial of the credit.

Submitting the Portfolio

The portfolio should be submitted to the PLAR Office (Room C-214). The portfolio will be examined to determine if all the components outlined in this guide are in place. In addition, the documentation section will be reviewed to determine if there is a clear link to the course learning requirements. If the documentation does not appear to be substantial, you may need to supplement the documents provided.

The application form must be completed and payment made to the PLAR Office before the portfolio is forwarded to the assessor.

Portfolio Requirements

The portfolio is a binder of information which describes your relevant experience, identifies and analyses your learning achievements as they relate to the course learning requirements, and provides validation through a collection of documents that provide evidence of your learning.

In this option, to achieve credit recognition through the PLAR process, you need to submit a portfolio which includes:

1. An introductory letter, résumé and documents that prove your learning against course requirements.
2. A supervisor verification of prior learning (recommended, if available).
3. Documents to satisfy the Course Learning Requirements (CLRs). These documents should be of sufficient number, strength, and depth.

Portfolio Requirements

Components of Portfolio	Mastery	Satisfactory	Minimal	Unsatisfactory
A) Introductory Letter				
B) Resume				
C) Documents to satisfy CLRs				

Each component of the portfolio has its own rubric/scoring chart. Scores will be calculated from each section of this individual rubric, for each component, to determine if a Satisfactory level has been achieved. If it has been achieved, an overall satisfactory will be given for that component.

All components must achieve this overall satisfactory level in order for a PLAR credit to be granted.

Introductory Letter Rubric (ENL1813S)

Task: Using the information from your Portfolio Index, create an introductory letter (maximum two pages) which highlights your skills and experience and describes how this learning proves you have met all the CLRs of ENL1813S.

Here are the requirements you need to fulfill for the introductory letter:

Content is well developed, specific, and relevant to the main idea and the audience and purpose of the document.

- The purpose of the letter is clearly stated.
- Evidence of skills, experience, and education is specific and relevant.
- Evidence is convincing.

Organizational pattern is helpful to the reader.

- The reader is skillfully led through the letter for the greatest impact.
- There are separate paragraphs for the introduction, body and conclusion.
- Topic sentences are used where appropriate (i.e. body paragraph(s))
- Points are logically organized within each paragraph.

Style elements – tone, flow, sentence structure, and word choice are all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Tone is positive and professional.
- Writing is free of noticeable errors.
- Writing flows smoothly.

Format is professional.

- Correct business letter format is used (including return address, date, inside address).
- Letter is word-processed.
- Paragraphs are single-spaced, with one blank line between paragraphs
- Signature block includes an appropriate complimentary closing, adequate space for your signature, and your typed name
- Signature is provided in pen.
- Spacing is used to create a balanced look on the page (i.e. text is not crowded to the top or bottom).

Grammar, spelling, and writing mechanics are mastered.

Major Errors: run-on sentences, sentence fragments, comma-spliced sentences, faulty sentence construction, verb tense and agreement errors, pronoun errors, modifier errors **Minor Errors:** spelling, capitalization, and punctuation errors

	Comments
This is an excellent letter because requirements are met in a consistently outstanding manner. It is error free.	
This is a strong letter because requirements are met, but they may need small improvement in one area or it contains 1 major or 2 minor mechanical errors.	
This is satisfactory letter because, while meeting the requirements satisfactorily, it needs small improvement in two of the above areas, significant improvement in one or it contains 1 major or 3 minor mechanical errors.	
This is a weak letter because requirements are met, but at least one requirement is achieved at only a marginal level or it contains 2 major errors or 4 minor errors.	
This is an unsatisfactory letter because at least one of the requirements is not met, the letter contains substantial errors in standard English, or it is plagiarized.	

Résumé Rubric (ENL1813S)

Task: Provide a résumé, or general summary, of your work, education, hobbies and interests which show you have a minimum of two years of experience at a postsecondary level where you have used strong communication skills. It should be written to emphasize your strengths and abilities and to highlight your accomplishments as they relate to the CLRs. To be persuasive, the most important information should be presented first.

Here are the requirements you need to fulfill for the résumé:

Content is well developed, specific, and relevant to the main idea and the audience and purpose of the document.

- Action oriented verbs are used to present transferable skills.
- Skills, experience, and education at the postsecondary level are listed.
- Points clearly capture the relevance of work which has been done.

Organizational pattern is helpful to the reader.

- Résumé adheres to rudimentary résumé standards.
- Order of points is logical.
- Points are organized beneath appropriate headings.

Style elements – tone, flow, sentence structure, and word choice are all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Parallel structure is used in all lists.
- Tone is positive and professional.
- Wording is concise and clear.

Format is professional.

- Consistent formatting is used throughout (font, line-spacing, white space, capitalization, headings, subheadings).
- White space frames the different sections to draw the reader's eye.
- Bullet pattern is consistent and creates an even border between bullet point and text.
- Font is professional and no smaller than 10 point.

Grammar, spelling, and writing mechanics are mastered.

Major Errors: run-on sentences, sentence fragments, comma-spliced sentences, faulty sentence construction, verb tense and agreement errors, pronoun errors, modifier errors **Minor Errors:** spelling, capitalization, and punctuation errors

<p>This is an excellent résumé because requirements are met in a consistently outstanding manner. It is error free.</p>	<p>Comments:</p>
<p>This is a strong résumé because requirements are met, but they may need some improvement in one of the above areas or it contains 1 major or 2 minor errors.</p>	
<p>This is satisfactory résumé because it needs some improvement in two of the above outcomes or significant improvement in one or it contains no more than 1 major or 3 minor errors.</p>	
<p>This weak résumé because at least one requirement is achieved at only a marginal level, three of three requirements need some improvement, or there are 2 major or 4 minor errors.</p>	
<p>This is an unsatisfactory résumé because at least one requirement is not met, the content does not show sufficient postsecondary experience, there are substantial errors in standard English, or there is plagiarism.</p>	

Oral Presentation Rubric (ENL1813S)

Task: You will prepare a 5 to 7 minute oral presentation on why communication skills are important within the career you have chosen. You may have prepared notes before the exam, but during the presentation you may briefly glance at any notes, but you may not read them. You will be presenting to an audience of one and should be prepared to answer any questions.

Here are the requirements you need to fulfill:

Content is well developed, specific and relevant to the main idea and the audience and purpose of the document.

- Content is well developed (5 to 7 minutes).
- Points show depth of thought and/or research.
- Any researched information is connected to your own ideas.

Organization is logical and appropriate to the audience and purpose: placement and order of supporting points show a clear progression from the beginning through to the conclusion.

- Presentation has 3-part structure: introduction, body, and conclusion.
- Introduction contains a motivation to listen, a clear controlling idea and an overview of points to be discussed.
- Body is divided into unified sections with topic sentences.
- Conclusion effectively ends the presentation.

Style of language – tone, flow, sentence structure and word choice is all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Transitions are well used.
- Word choice is correct, professional and relevant.
- There is no awkward phrasing.

Delivery

- Voice is clear, expressive, and appropriately paced.
- Facial expression and gestures support rather than distract from the content.
- Eye contact is natural and consistent.
- Professionalism is apparent.

This is excellent presentation because requirements are met in a consistently outstanding manner.	Comments:
This is a strong presentation because requirements are met, but they may need minor improvement in one or two of the above requirements.	
This satisfactory presentation because, while meeting requirements satisfactorily, it needs minor improvement in three of the above outcomes or significant improvement in one.	
This is a weak presentation because requirements are met, but at least one requirement is achieved at only a marginal level.	
This is an unsatisfactory presentation because at least one of the requirements is not met. Note: If your presentation is read, does not meet the time criteria, contains substantial errors in Standard English or is plagiarized, it will be considered unsatisfactory.	

Supervisor Verification – Optional (include if available)

(Please print this page and submit with portfolio)

Verification of Authenticity of Portfolio – To be completed by Supervisor or Employer

Employee Name _____

I, _____ verify that the documents used in the portfolio for the employee noted above are authentic or true copies of the employee's prior experience.

Signature _____

Date _____

Option 2 Challenge Package - Resource Package

An exam is an opportunity to give evidence of the skills you have gained through work and other postsecondary experiences when documentation is not available. Read the guidelines carefully to complete each component.

What are the Essential Component Parts of the Challenge Package?

1. Introductory Letter
2. Résumé
3. Written Exam
4. Oral Presentation

1. **Introductory Letter**

- Write a maximum of two pages
- Use business format
- Introduce yourself and the reasons you believe you have mastered the CLR's taught in ENL1813S, highlighting your skills and experience and describing how this learning proves you have met all the CLR's in ENL1813S.

2. **Résumé**

- The résumé is a general summary of your education and employment background.
- It should be written to emphasize your strengths and abilities to highlight your accomplishments as they relate to the CLR's.
- The following areas of information should be included:
 - education
 - work experience
 - activities and interests
 - career aims or goals
 - references

Once you have completed the letter and resume, make an appointment with the PLAR office to submit them and complete the written and oral exam.

3. Written Exam

On the day of your exam, you will be given an article to read, and an essay question to answer using APA format. You should ensure you are familiar with APA format and how to document sources properly, using in-text citations and a reference page. A word processor and a style guide will be provided. You will have a maximum of two hours to write the essay.

4. Oral Presentation

On the day of your appointment, you will meet with an assessor and verbally explain why communication skills are important in the career you are now preparing to enter and how your previous experiences have allowed you to develop these skills. You will be speaking without notes (outline notes are permitted – please see rubric) or other resources, and will be assessed for such aspects of delivery as: content, clarity, organization, coherence, eye contact, nonverbal communication, and use of correct Standard English.

Challenge Package Requirements

In this option, to achieve credit recognition through the PLAR process, you need to:

1. Submit an introductory letter and résumé.
2. Complete a written exam and an oral presentation.

Challenge Package Requirements

Components of Challenge Package	Mastery	Satisfactory	Minimal	Unsatisfactory
A) Introductory Letter				
B) Resume				
C) Exam: essay				
D) Oral Presentation				

Each component of the challenge package has its own rubric/scoring chart. Scores will be calculated from each section of this individual rubric to determine if a Satisfactory level has been achieved. If it has been achieved, an overall satisfactory will be given for that component.

All components must achieve this overall satisfactory level in order for a PLAR credit to be granted.

Introductory Letter Rubric (ENL1813S)

Task: Create an introductory letter (maximum of two pages) which highlights your skills and experience for the PLAR assessor. Your goal is to convince the assessor that you have met all the course learning requirements of ENL1813S. See page 5 of the guide for a list of all course learning requirements (in Self-Evaluation Scoring Scale).

Task: Using the information from your Portfolio Index, create an introductory letter (maximum two pages) which highlights your skills and experience and describes how this learning proves you have met all the CLRs of ENL1813S.

Here are the requirements you need to fulfill for the introductory letter:

Content is well developed, specific, and relevant to the main idea and the audience and purpose of the document.

- The purpose of the letter is clearly stated.
- Evidence of skills, experience, and education is specific and relevant.
- Evidence is convincing.

Organizational pattern is helpful to the reader.

- The reader is skillfully led through the letter for the greatest impact.
- There are separate paragraphs for the introduction, body and conclusion.
- Topic sentences are used where appropriate (i.e. body paragraph(s))
- Points are logically organized within each paragraph.

Style elements – tone, flow, sentence structure, and word choice are all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Tone is positive and professional.
- Writing is free of noticeable errors.
- Writing flows smoothly.

Format is professional.

- Correct business letter format is used (including return address, date, inside address).
- Letter is word-processed.
- Paragraphs are single-spaced, with one blank line between paragraphs
- Signature block includes an appropriate complimentary closing, adequate space for your signature, and your typed name
- Signature is provided in pen.
- Spacing is used to create a balanced look on the page (i.e. text is not crowded to the top or bottom).

Grammar, spelling, and writing mechanics are mastered.

Major Errors: run-on sentences, sentence fragments, comma-spliced sentences, faulty sentence construction, verb tense and agreement errors, pronoun errors, modifier errors **Minor Errors:** spelling, capitalization, and punctuation errors

<p>This is an excellent letter because requirements are met in a consistently outstanding manner. It is error free.</p>	<p>Comments</p>
<p>This is a strong letter because requirements are met, but they may need small improvement in one area or it contains 1 major or 2 minor mechanical errors.</p>	
<p>This is a satisfactory letter because, while meeting the requirements satisfactorily, it needs small improvement in two of the above areas, significant improvement in one or it contains 1 major or 3 minor mechanical errors.</p>	
<p>This is a weak letter because requirements are met, but at least one requirement is achieved at only a marginal level or it contains 2 major errors or 4 minor errors.</p>	
<p>This is an unsatisfactory letter because at least one of the requirements is not met, the letter contains substantial errors in standard English, or it is plagiarized.</p>	

Résumé Rubric (ENL1813S)

Task: Provide a résumé, or general summary, of your work, education, hobbies and interests which show you have a minimum of two years of experience at a postsecondary level where you have used strong communication skills. It should be written to emphasize your strengths and abilities and to highlight your accomplishments as they relate to the CLRs. To be persuasive, the most important information should be presented first.

Here are the requirements you need to fulfill for the résumé:

Content is well developed, specific, and relevant to the main idea and the audience and purpose of the document.

- Action oriented verbs are used to present transferable skills.
- Skills, experience, and education at the postsecondary level are listed.
- Points clearly capture the relevance of work which has been done.

Organizational pattern is helpful to the reader.

- Résumé adheres to rudimentary résumé standards.
- Order of points is logical.
- Points are organized beneath appropriate headings.

Style elements – tone, flow, sentence structure, and word choice are all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Parallel structure is used in all lists.
- Tone is positive and professional.
- Wording is concise and clear.

Format is professional.

- Consistent formatting is used throughout (font, line-spacing, white space, capitalization, headings, subheadings).
- White space frames the different sections to draw the reader's eye.
- Bullet pattern is consistent and creates an even border between bullet point and text.
- Font is professional and no smaller than 10 point.

Grammar, spelling, and writing mechanics are mastered.

Major Errors: run-on sentences, sentence fragments, comma-spliced sentences, faulty sentence construction, verb tense and agreement errors, pronoun errors, modifier errors **Minor Errors:** spelling, capitalization, and punctuation errors

<p>This is an excellent résumé because requirements are met in a consistently outstanding manner. It is error free.</p>	<p>Comments:</p>
<p>This is a strong résumé because requirements are met, but they may need some improvement in one of the above areas or it contains 1 major or 2 minor errors.</p>	
<p>This is satisfactory résumé because it needs some improvement in two of the above outcomes or significant improvement in one or it contains no more than 1 major or 3 minor errors.</p>	
<p>This weak résumé because at least one requirement is achieved at only a marginal level, three of three requirements need some improvement, or there are 2 major or 4 minor errors.</p>	
<p>This is an unsatisfactory résumé because at least one requirement is not met, the content does not show sufficient postsecondary experience, there are substantial errors in standard English, or there is plagiarism.</p>	

Exam Essay Rubric (ENL1813S)

Task: Under exam conditions you will write a 500 – 800 word essay related to communication skills (approximately 2 ½ to 3 pages double-spaced, 12 pt. font). A topic and an article will be provided to you during the exam. You can include paraphrases and summaries from that article; however, please note that any quotations you use will not be included in your essay’s word count. You must refer to the article at least twice, showing your ability to integrate research using APA citations and references. APA format must be used for the title page, subtitles, pagination, margins, spacing, and font.

<p>Here are the requirements you need to fulfill for this assignment:</p> <p>Content is well developed, specific and relevant to the main idea and the audience and purpose of the document.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Content is well developed (at least 500 words, not including direct quotations) <input type="checkbox"/> Points are supported with research <input type="checkbox"/> Researched information is connected to your own ideas <input type="checkbox"/> Direct quotations are used sparingly (if at all) to support controlling idea; they are not just “strung together” <p>Organization is logical and appropriate to the document’s audience and purpose: placement and order of supporting points show a clear progression from the topic sentence through to the conclusion.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Essay has 3-part structure: intro, body, conclusion <input type="checkbox"/> Intro contains clear controlling idea and an overview of points to be discussed <input type="checkbox"/> Body is divided into paragraphs reflecting overview; each paragraph has a topic sentence <input type="checkbox"/> Paragraphs are unified in content <input type="checkbox"/> Conclusion takes reader back to controlling idea/overview (no new information) <p>Style elements – tone, flow, and sentence structure and word choice are all skillfully employed to suit audience and purpose.</p> <p>Standard English is used throughout.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transitions are well used <input type="checkbox"/> Word choice is correct and relevant <input type="checkbox"/> There is no awkward phrasing <p>APA format is correctly employed throughout the paper (title page; subtitles; page numbering, spacing, font, margins).</p> <p>Research sources are correctly documented in APA style.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Researched information is correctly quoted, paraphrased, summarized <input type="checkbox"/> Researched information is smoothly integrated into essay <input type="checkbox"/> Researched information is cited <p>Grammar, spelling and writing mechanics are mastered.</p> <p>Major Errors: run-on sentences, sentence fragments, faulty sentence construction (syntax)/missing words, subject-verb disagreement, verb tense errors, pronoun errors</p> <p>Minor Errors: spelling, capitalization, punctuation errors</p>	
<p>This is excellent paper because learning requirements are met in a consistently outstanding manner. It is free of errors.</p>	<p>Comments:</p>
<p>This is a strong paper because requirements are met, but they may need some improvement in one or two of the above outcomes. It contains no more than 2 major errors or 5 minor errors.</p>	
<p>This satisfactory paper because, while meeting course learning requirements satisfactorily, it needs some improvement in three of the above outcomes or significant improvement in one. It contains no more than 3 major errors or 7 minor errors.</p>	
<p>This is a weak paper because course learning requirements are met, but at least one requirement is achieved at only a marginal level. It contains no more than 4 major errors or 9 minor errors.</p>	
<p>This is an F paper because at least one of the course learning requirements is not met OR the assignment’s requirements are not met. Note: If your assignment contains substantial errors in Standard English or is plagiarized, it will be given a grade of “0.”</p>	

Oral Presentation Rubric (ENL1813S)

Task: You will prepare a 5 to 7 minute oral presentation on why communication skills are important within the career you have chosen. You may have prepared notes before the exam, but during the presentation, while you may briefly glance at any notes, you may not read them. You will be presenting to an audience of one and should be prepared to answer questions.

Task: You will prepare a 5 to 7 minute oral presentation on why communication skills are important within the career you have chosen. You may have prepared notes before the exam, but during the presentation you may briefly glance at any notes, but you may not read them. You will be presenting to an audience of one and should be prepared to answer any questions.

Here are the requirements you need to fulfill:

Content is well developed, specific and relevant to the main idea and the audience and purpose of the document.

- Content is well developed (5 to 7 minutes).
- Points show depth of thought and/or research.
- Any researched information is connected to your own ideas.

Organization is logical and appropriate to the audience and purpose: placement and order of supporting points show a clear progression from the beginning through to the conclusion.

- Presentation has 3-part structure: introduction, body, and conclusion.
- Introduction contains a motivation to listen, a clear controlling idea and an overview of points to be discussed.
- Body is divided into unified sections with topic sentences.
- Conclusion effectively ends the presentation.

Style of language – tone, flow, sentence structure and word choice is all skillfully employed to suit audience and purpose.

Standard English is used throughout.

- Transitions are well used.
- Word choice is correct, professional and relevant.
- There is no awkward phrasing.

Delivery

- Voice is clear, expressive, and appropriately paced.
- Facial expression and gestures support rather than distract from the content.
- Eye contact is natural and consistent.
- Professionalism is apparent.

This is excellent presentation because requirements are met in a consistently outstanding manner.	Comments:
This is a strong presentation because requirements are met, but they may need minor improvement in one or two of the above requirements.	
This satisfactory presentation because, while meeting requirements satisfactorily, it needs minor improvement in three of the above outcomes or significant improvement in one.	
This is a weak presentation because requirements are met, but at least one requirement is achieved at only a marginal level.	
This is an unsatisfactory presentation because at least one of the requirements is not met. Note: If your presentation is read, does not meet the time criteria, contains substantial errors in Standard English or is plagiarized, it will be considered unsatisfactory.	