**ENG001**STUDY AND COMMUNICATION SKILLS

**Scheme**

Undergraduate

**Department**

Comp. Eng. & Tech (D)

**Level**

Level 0

**Tutor**

LINDA WHITE

**Credits**

10

**Module Board**

Engineering

**Description**

MODULE DESCRIPTOR   
  
  
TITLE: Study and Communication Skills  
CODE: ENG001  
CREDITS: 20  
LEVEL: 0  
FACULTY: FAS  
MODULE BOARD: Level Zero  
PRE-REQUISITES: None  
CO-REQUISITES: None  
LEARNING HOURS: 100 of which 36 are contact hours  
  
Aims:  
To prepare the students for the higher education environment, in terms of gaining the best from reading, listening and producing the most appropriate form of writing. To equip the students with skills needed for higher level modules, for example understanding requirements, time constrained tests, presentations, etc. to stimulate awareness of the need for a disciplined approach to study. So instil confidence. To diagnose individual communication problems.  
  
Learning Outcomes:  
  
After completion of this module, the student will be able to demonstrate:-  
  
Knowledge  
  
K1. Use the library and other resources for the collection and selection of information.  
  
Skills  
  
S1. Record, interpret and present information in oral, written and diagrammatic forms with appropriate   
use of referencing  
S2. Use simple memory aids as part of the learning programme   
S3. Effectively plan, organise and implement a personal programme or work or study   
S4. Benefit from the use of supported self-study and materials-based learning.  
  
Content Synopsis:  
Communication: purposes, processes and types. Introduction to study skills. Reading skills: information retrieval from texts, journals, abstracts, computerised data-base. Library classification use of textbooks, introduction to index, contents, making simple notes from text. Use of learning resources centres. Listening and watching skills, note taking: sequential notes and creative pattern notes from lectures, practical sessions and audio-visual materials. Difficulties of accurately interpreting the spoken word. Report writing: purpose of writing reports and the ?do?s? and ?don?ts? of report writing. Report formats and developments of ideas in the report form. Report planning. Use of diagrams in reports. Recalling information: memory exercises using a variety of different modes of delivery: revision techniques; remembering-theory of memory and use of memory aids; time constrained tests - techniques to improve performance.  
  
  
Teaching and Learning Methods  
A combination of lectures and student-centred exercises which will embrace written work, group discussions and role playing along with audio-visual presentations. A wide range of stimulus materials will be used, for example, texts, structured worksheets, audio and video cassettes and computer software.  
Lectures: 10 hours  
Tutorials/seminars: 10 hours  
workshops: 16 hours  
Total contact: 36 hours  
  
In addition, students will perform self-directed study to take the total study time to 74 hours. In non-lecture sessions, the emphasis will be on performance of practical exercises by students to illustrate the skills that have been identified.  
  
This module is taught using online material and has no reading list as such. However, the college has invested significantly in providing good online support for this module. The students will come into contact with e-resources such as Plato, Turnitin, SportEX, Info Trac (Gale virtual reference library), Oxford reference on-line and the British Library Journals.  
  
  
TEACHING AND LEARNING METHODS:  
  
Scheduled activities Independent study Placement Total hours  
Hours Detail Hours Detail Hours Detail   
10 lectures 74 Self study 84  
16 workshops 16  
10 seminars 10  
Total 100  
  
  
  
ASSESSMENT METHODS  
  
(Please ensure that the sequence numbering of the assessments is in the correct chronological order for the module, as this may affect funding.)  
  
  
  
  
Required For KIS return to HESA  
Seq. Element % of module assessment weighting Summary Pass Mark LO Written exam ? central timetable  
(% of the element) Written exam ? local timetable  
(% of the element) Coursework  
(% of the element) Practical  
(% of the element)  
% Type % Type % Type % Type  
001 coursework 50 40\* S3 S4 100   
002 Coursework 50 40\* K1  
K2 100   
  
\* only populate if there is an approved programme specific regulation OR if the assessment is pass/fail   
  
(If the Pass Mark differs from the university regulations there must be a related programme specific regulation approved.)  
  
Summative assessment including peer assessment.  
  
Assessment 001: is library-based assessing the students ability to use such facilities for the retrieval and use of information; This is worth 30% of the final module mark and learning outcomes K1, S1, S2, S4.  
  
Assessment 002: is a presentation and has a written (40%) and an oral (30%) component; This is worth 70% in total of the final module mark and assesses learning outcomes S1, S3 and S4.  
  
  
INDICATIVE READING LIST ? (NB: New modules must have an extended reading list)  
  
  
PROGRAMMES USING THIS MODULE AS CORE/OPTION:   
a) Bsc (hons) applied biomedical sciences (core)  
b) Bsc (hons) biomedical sciences (core)  
c) Bsc (hons) biomedical studies (core)  
d) BSc (Hons) Sport and Exercise Development (core)  
e) BSc (Hons) Sport and Exercise science (core)  
f) BSc (Hons) Sport studies (core)  
g) Bsc (hons) sports coaching (core)  
h) Bsc (hons) psychology (core)  
i) Bsc (hons) psychology with counselling (core)  
j) Bsc (hons) sport and exercise psychology (core)  
  
  
Is the programme delivered On Campus or Off campus (please delete, as appropriate):   
  
Off campus   
  
College(s): Sunderland College, Shiney Row Centre  
  
Work based learning: No  
  
Professional Accreditation: No  
  
Module Leader   
Kevin Handley, City of Sunderland College  
  
Lead Deliverer   
Kevin Handley, City of Sunderland College  
  
  
JACs Code X200

**Assessments**

CW FINAL: Coursework 2 (50%)

COURSEWORK: Coursework 1 (50%)

**Availability**

1D: Semester 1 2013/4 City of Sunderland College

1D: Semester 1 2014/5 City of Sunderland College

A: Semester 1 2013/4 Sunderland

A: Semester 1 2014/5 Sunderland