

Suggested Teaching Outline

Speaking and Writing

1. Syllabus analysis.
2. What is communication?
The process of communication
 - a) The elements (sender, message, channel, receiver, feedback)
 - b) Describing the process (conceptualization, encoding, etc.)

Individual class test/evaluation on communication process recommended here
(by September 23,2011)
3. Forms of communication
 - a) Verbal
 - b) Non verbal (definition)
 - c) The categories types/elements of non-verbal communication (paralanguage, kinesis, proxemics etc.)
 - d) The functions and rules of non-verbal communication

Ensure that students are aware of and proficient in correctly identifying and naming each and also practice should be provided in using these terms correctly

3b. Gathering and Processing information (must start by October 08, 2012)

2. Choosing the theme/topic
Writing the topic
-Choosing themes and formatting topics – *(first draft due)*
-teacher should make formal register of above.
General introduction (first draft) due 17/10/2012

4. Contexts of Communication
 - Intrapersonal
 - Interpersonal
 - Small group etc.

In class assignment/ evaluation covering # 2, 3+4

5.Sources

- different types (primary, secondary etc)
- locating and choosing sources
- data collection methods
(advantages and disadvantages)

6.Types of speaking/ listening

- Conversation

- Short argumentative and persuasive speeches
- Impromptu speaking exercises
- Listening practice

Writing the general introduction for the S.B.A. (draft 2)

7. Types of writing(review with special emphasis on Reflective (writing the personal reflection

- Argumentative
- Persuasive

****Focus on organizational patterns/features and formats and the thesis statement in different genres and types of writing***

8. Purposes of Writing

Emphasizing, reflecting etc

9. What is language?

Special emphasis on the difference between “language” and “a language”

10. Characteristics of Language

Human, verbal, symbolic, non instinctive etc.

- (could explore the difference between animal communication and human language)

11. Purpose of Language

(Persuasion, question, direction etc).

12. Clarifying Concepts

- dialect (regional, sound etc)

-Dialectal variation.

- idiolect

- variation

- register etc

10a. Functions of language

Reflective, expressive, ritual etc.

10b. Writing the reflective piece for the project (S.B.A). Must incorporate register, communicative behaviour, attitudes to language and dialectal variation

11. The Elements of language

Lexis, grammar, phonology etc.

Common Module exam during the week of December 03, 201.

Christmas assignment (Students must write their reflective piece- due January 07, 2013)

Part 2

Gathering and Processing Information

2a. Description of Sources

2b. Evaluating sources

-identifying main issues/ summary skills

-evaluating reliability, creditability and validity of sources

-clarifying concepts

Bias, reliability vs validity etc

-fallacies

-evidence in arguments

2c. Levels of comprehension and summary skills

(MODULE TEST – PAPER 2 ESSAY AND PAPER 1 TYPE QUESTIONS FEBY.)

3a. Listening and speaking for the exam

-critical listening

-listening comprehension

3b. Speaking for the exam

-the introduction

-stance

-verbal and non verbal devices

-components of delivering

-context

-conclusion

3c. Practise with past exercises – papers 01 and 02

Language in the Society

– how social and political history influence the development of language

-how social and cultural factors help to form society's attitude to language

1. Languages in the Caribbean

-characteristic features of the Creole in the region (focus on individual countries)

-the linguistic situation in each

-clarifying terms

(creole, pidgin etc.

-analysis of pieces (**in class practice**)

Analysis of piece to be used for S.B.A