

Essential Skills Communication

Lecturer: Mark Gillan

What is the communication unit about?

This Unit is about using reading, writing, speaking, and listening skills in situations in your personal life, at work, and in education.

What should you know before you start?

You may have completed a communication unit before or had similar experience, for example writing letters or e-mails, reading magazine articles, talking about your experiences, or listening to and acting on instructions.

There are three tasks/assessments

- *Reading**
- *Writing**
- *Speaking and Listening**

You will carry out various activities and practice all tasks before assessment

Outcome 1

- * The unit will fit in with other parts of your course and should be useful when doing other tasks in other classes**
- * 1. Reading: this will involve looking at various texts/websites. It will be useful to learn to pick out important/relevant information in documents and to judge how effective they are.**

Outcome 2

- * 2. Writing: this will involve creating documents to help study or to do project work, writing essays/reports**

Outcome 3

- * 3. Speaking/Listening: this will involve discussions, demonstrations, presentations, interviews**

Choices

- * You will be able to choose what you want to write about and what type of communication – for example you might want to write a report, an essay, a blog or a magazine article.
- * You can also choose what to speak about either in a group discussion or a presentation.

Profile Activity

► Write a personal profile

It is useful for me to know a bit about you so that I can make sure materials are relevant to personal as well as general interests.

Take around 30 minutes to complete the task

Profile notes



WRITE IN
SENTENCES/PARAGRAPHS



USE MICROSOFT WORD IF
YOU CAN