

FE190
Oral Communications
2 Credits

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FE190 Version: 2



Oral Communications

Calendar Description

This 36-hour course equips you with a working knowledge of outlining, writing, and delivering various types of presentations. It also teaches choosing topics, analyzing your audience, using visual aids, interviewing, and introduces the types of meetings you will encounter in the fire service and how to effectively conduct them.

Rationale

This is a required course for the Emergency Services Technology program and the Fire Officer Training Program. Personnel at the fire officer level take on leadership roles, and therefore they must be able to verbally address various publics and communicate effectively what they have to say.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. analyze the spoken communication process.
2. grasp the principles of effective listening.
3. grasp the principles of effective writing.
4. prepare and deliver informative and persuasive presentations.
5. conduct interviews.
6. conduct meetings.

Resource Materials

Emergency Training Centre course text

Conduct of Course

1. Lecture
2. In-class exercises
3. Self-testing exercises in Lakeland College Emergency Training Centre modules

Evaluation Procedures

1. Informative presentation (outline and delivery)	40 marks
2. Persuasive presentation (outline, delivery, visual aids)	<u>60 marks</u>
Total	100 marks
Pass mark: 70%	

Grade Equivalents and Course Pass Requirements

The final mark is given as a letter grade.

Letter	F	B-	B	B+	A-	A	A+
Percent Range	0-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course.

Course Units/Topics

1. Communication Essentials
2. Finding a topic
3. Audience analysis
4. Modes of oral presentation
5. Informing, persuading, and special occasions
6. Using visual aids
7. Delivery of a presentation
8. Interviewing
9. Meetings



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