



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LEVEL/ LEFEL 4

MODULE CODE/ COD Y MODIWL: EMPL4004
COMMUNICATION SKILLS

ASSESSMENT TYPE/ MATH O ASESU: ASSIGNMENT

ASSESSMENT/COMPONENT/ ASESAD/CYDRAN: 1

COMPONENT WEIGHTING/ PWYSAU'R CYDRAN: 100 %

WORD COUNT/ NIFER Y GEIRIAU: 1500-2000 words

SUBMISSION DETAILS/ MANYLION CYFLWYNO:

- Make sure that Your Name , Your Student Number, Your Module Title, Assignment Title and Your Module Lecturer's Name are clearly shown on the front page of your assignment
- All assignments must be submitted electronically to Moodle.
- **DO NOT put this form into Turnitin or it will match many similarities with other students' submissions.**



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ASSIGNMENT SPECIFICATION (SOAC)

Programme:	Certificate of Higher Education in Skills for the Workplace		
Assignment Title:	Communication Skills		
Hand Out Date:	The 2 ND Week of Term	Submission deadline:	Please refer to the assessments schedule published on Students' Hall in Moodle and the Assessment Board on campus

Referencing:	In the main body of your submission you must give credit to authors on whose research your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication).
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Late submission will result in a late penalty mark, as follows:

Up to one week late, maximum mark of 40% for first attempts and 0% for resubmissions. No work will be accepted more than one week after the submission deadline (Academic Quality Handbook 2016/17 7.5 (5))

MODULE AIM

- To develop students' awareness of the range of communication skills integral to success within the workplace.

LEARNING OUTCOMES

By the end of this module students should be able to:

- prepare a written report on a workplace issue with due regard to content, structure, language and presentation;
- prepare and deliver a short presentation demonstrating key points of the report;
- organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

INDICATIVE CONTENT

Through task-based study, students will explore:

- inter-personal communication including: body language, active listening, personal presentation and context awareness;
- written communication: formats and structures;
- strategies for improving clarity of expression, grammar, syntax and punctuation;
- presentation formats and structures;
- communication with an audience using visual and electronic resources.

TASK DESCRIPTION

ASSESSMENT

Report or Essay Style approach: 100% of module marks

Assignment:

Assignment brief: Prepare a written report accompanied with presentation slides on a workplace related issue.

*Important note: please choose **ONE** issue to discuss; if you are not sure, discuss the topic with your lecturer at least two weeks before the assessment deadline.*

You are tasked with:

1. Developing a PowerPoint presentation (10-15 slides) about a workplace issue of your choice – maximum 200 words in total.
2. Writing the detail of your presentation in the form of a *REPORT* which includes background and explanation for each slide.

The report must be between 1500-2000 words (excluding bibliography and appendices).

Include a copy of your slides at the end of your report. For detailed instructions how to do this, see this module on Moodle or speak to your lecturer.

MARKING CRITERIA AND STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which these are demonstrated by you determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Common Assessment Criteria Applied	Marks available	Marks awarded
1. Research-informed Literature Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.		
	15	
2. Knowledge and Understanding of Subject Extent of knowledge and understanding of concepts and underlying principles associated with the topics discussed in class. Content and its relevance to the assignment brief.		
	20	
3. Analysis Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence.		
	10	
4. Practical Application and Skills for Professional Practice (REPORT) Deployment of correct layout conventions. Written and presentational quality of the report. Style, structure, grammar, spelling, etc.		
	35	
5. Practical Application and Skills for Professional Practice (SLIDES) Deployment of correct layout conventions. Written and presentational quality of the slides, presentation (including grammar and spelling) and organisation.		
	20	
TOTAL	100	