**Scheme of work**

**Communication Skills 1 - CS1 Trimester 3 2022-23**

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| **Wk. No** | **W/c on** | **Main topics covered** | **LO’s** | **Independent study tasks** | **Employability skills** |
| 1 | 09/05/23 | Course introduction  Getting to know each other.  Overview of the course.  Assessment details and marking criteria.  Access to VLE, coursebook and other resources. | 1 - 4 | Reading – About reflection, pp.2-6.  Quiz based on reading.  Writing activity.  Preparation videos for next lesson. | Verbal communication skills  Interpersonal skills  Digital skills  Self-management skills  Collaboration skills |
| 2 | 16/05/23 | Introduction to reflective practice.  Gibb’s reflective model.  Introduction in the RW paper. | 1 - 4 | Reading –Getting started on reflective writing, pp. 7-13.  Quiz based on reading.  Writing activity.  Preparation videos for next lesson. | Digital skills  Teamwork skills  Interpersonal skills  Problem-solving skills  Verbal and written communication skills  Critical thinking skills |
| 3 | 23/05/23 | DESCRIPTION element in the model.  Reflective journal.  Coherence and Cohesion – 1.  Linking words. | 1-4 | Reading – A reflective diary or learning journal, pp. 39-48.  Quiz based on reading.  Writing activity.  Preparation videos for next session. | Digital skills  Collaboration skills  Communication skills – verbal and written  Independent working skills  Problem-solving skills  Collaboration skills |
| 4 | 30/05/23 | FEELINGS/THOUGHTS in the model.  Coherence and cohesion – 2.  Reference words. |  | Reading – Reflecting on yourself and your experiences, pp. 24-28.  Quiz based on reading.  Writing activity.  Preparation videos for next session, | Critical thinking skills  Time management skills  Organisation skills  Communication skills – verbal and written  Collaboration skills  Digital skills |
| 5 | 06/06/23 | EVALUATION element in the model.  Paragraph structure   * Topic sentences * Supporting details * Concluding sentence | 1-4 | Reading – Gibbs’ reflective cycle, pp. 110-121.  Quiz based on reading.  Writing activity.  Preparation videos for next session. | Digital skills  Teamwork skills  Interpersonal skills  Time management skills  Problem-solving skills  Communication skills – verbal and written |
| 6 | 13/06/23 | ANALYSIS element in the model.  Sample RW assignment and marking criteria. | 1-4 | Reading - Reflective and critical writing AND Asking strategic questions, pp. 14-22.  Quiz based on reading.  Writing activity.  Preparation videos for next session. | Organisation skills  Communication skills – verbal and written  Problem-solving skills  Collaboration skills  Independent working skills |
| 7 | 20/02/23 | CONCLUSION in the model.  Formality in reflective writing. | 1-4 | Reading - Linking theory and practice, pp. 79-84.  Quiz based on reading.  Writing activity.  Preparation videos for next session. | Collaboration skills  Communication skills – verbal and written  Organisation skills  Critical thinking skills  Problem-solving skills |
| 8 | 2706/23 | ACTION PLAN in the model.  Generalisation and signposting in reflective writing.  Finalising your assignment topic. | 1-4 | Reading - Where am ‘I’ in reflective writing, pp. 29-37.  Quiz based on reading.  Writing activity.  Preparation videos for next session. | Communication skills – verbal and written  Organisation skills  Problem-solving skills  Team working skills  Independent working skills  Digital skills |
| 9 | 04/07/23 | Citations and referencing.  Paraphrasing and summarising. | 1-4 | Reading- That reflective quality in writing, pp. 85-95.  Quiz based on reading.  Checking the citation and reference list in the work.  Preparation videos for next session. | Communication skills – verbal and written  Team working skills  Digital skills  Problem-solving skills  Interpersonal skills  Organisation skills |
| 10 | 11/07/23 | MS Word.  Turnitin. | 1-4 | Reading - Getting the balance right, pp. 96-99.  Quiz based on reading.  Check TNTN report for instances of plagiarism and formatting the RW.  Preparation videos for next session. | Digital skills  Team working skills  Problem-solving skills  Organisation skills  Self-management skills  Interpersonal skills |
| 11 | 18/07/23 | Editing & Proof reading.  Using feedback.  Assignment Checklist. | 1-4 | Editing / Proofreading their RW.  Using the Checklist to ensure the RW paper is ready. | Problem-solving skills  Communication skills – written  Digital skills  Independent working skills |
| 12 | 25/07/23 | Feedback session.  Final editing & Proofreading.  Submission. | 1-4 | Assignment submission | Time management skills  Independent working skills  Written communication skills  Digital skills |

**Learning Objectives (LO’s)**

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| **No** | **Type** | **On successful completion of this module, students will be expected to be able to:** |
| 1 | Knowledge and Understanding | Understand the requirements of higher education including professional behaviour, communication and academic discourse |
| 2 | Knowledge and Understanding | Understand the requirements of higher education including critical thinking, reflective practice and academic discussion |
| 3 | Intellectual, practical, affective and transferable skills | Demonstrate satisfactory academic skills and a basic understanding of research |
| 4 | Intellectual, practical, affective and transferable skills | Demonstrate an understanding of and satisfactory foundation in reflective practice and academic discussion |

**Main reading for the course**

Reflective Writing (2020) by Kate Williams, Mary Woolliams & Jane Spiro. Bloomsbury Publishing PLC.

