

483-731 Professional and Academic Communication

Credit Points:	25.00
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 1, - Taught on campus. Semester 2, - Taught on campus.
Time Commitment:	Contact Hours: 250 hours (including 100 hours of programmed self-directed learning) Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p>
Coordinator:	Ms Brenda Rose Krenus, Ms Jennifer Lowe
Subject Overview:	This subject develops the student's English language competency across the four macro skills of reading, writing, speaking and listening. Students will particularly focus on understanding the structure of written and spoken academic and business texts, writing for various professional and academic purposes and in different forms, analysing spoken and written arguments, acquiring and using business vocabulary and concepts, oral interaction in professional and academic situations, making effective presentations (including use of IT), standard computer applications in professional and academic use and formatting written documents.
Objectives:	<p>On completion of this subject, students should be able to:</p> <ul style="list-style-type: none"> # read and evaluate different academic and professional texts with an understanding of their different purposes; # give and justify opinions both orally and in writing; write texts in a variety of professional and academic forms, using an appropriate text and sentence structures and vocabulary; # follow, understand and critique information in discussions, presentations and lectures; # make a presentation, using presentation software.
Assessment:	Written texts totalling approximately 4,000 words (60 per cent); oral presentation of approximately 15 minutes (15 per cent); 3-hour end-of-term test in listening and reading (25 per cent).
Prescribed Texts:	None
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Related Course(s):	Graduate Certificate in English as an International Language Graduate Diploma in English as an International Language