Instructor Overview

Professional Communications OER

# This project/resource was funded by the Alberta Open Educational Resources (ABOER) Initiative, which is made possible through an investment from the Alberta government

# About the Professional Communications OER

# This Open Education Resource (OER) is a set of openly available and free educational resources designed for introductory communications courses at colleges and universities in Canada, though it could be used by global institutions with some minor tweaks to the content. The resource will benefit instructors of workplace communication, corporate communication, business writing, and related subjects.

# The resource may be used for teaching, learning, research, or other purposes and can be reused, revised, remixed, and redistributed. This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](http://creativecommons.org/licenses/by-sa/4.0/). Please attribute Olds College as the creator of the original work.

# This OER comprises a series of modules covering the following:

* Foundations of Communication
* Communicating in Writing
* Communicating via Presentations
* Interpersonal Communication

Modules contain varying amounts of teaching and learning material, including an eTextbook, lesson slides, lecture notes, activities, multimedia assets, and assessments.

We encourage instructors to use, revise, remix, and redistribute the contents of this OER in part, or in its entirety, to fit their instructional needs. Instructors may decide to use particular lessons or assets from it, or expand on it using external resources. It is flexible enough to work within a face-to-face, blended, or fully online teaching environment. Alternative formats for online-only content are provided wherever possible.

Please refer to the [Professional Communications OER website](http://www.procomoer.org) for further information.

This OER was developed for Olds College by JR Dingwall, Chuck Labrie, Trecia McLennon, and Laura Underwood, in collaboration with the college’s Centre for Teaching and Learning.

# Using this OER

All materials can be found on the [Professional Communications OER website](http://www.procomoer.org), which links to files stored on Google Drive. When using the documents, rather than linking directly to our files, please copy them to your own Google Drive account and provide students with your own links. This way you can modify the documents as needed for your course, while the original files remain intact.

# Assessment Strategy

The assessment strategy has been designed to support different learning needs. We have included traditional stem-based multiple choice, true/false, and short-answer questions in the eTextbook’s “Check your Understanding” sections. Reflective and problem-solving activities are included within the OER materials.You can use these to gauge critical thinking and analysis.

For each module, we have included a summative assessment that threads together learning from each of that module’s chapters.

You are not expected to use all the available assessments. Instructors will need to consider time restrictions, significance of each chapter to intended outcomes, and relevancy of each learning activity or assessment to their specific cohort when making this selection.

In each chapter of the eTextbook, you will find “Check Your Understanding” sections containing self-assessment questions that could be used in the classroom, assigned for homework, or assessed via a learning journal.

In the slide decks you will also find small in-class activities designed to be completed solo, in pairs, in small groups, or led by the teacher. These are not intended to be graded, but could be, if you choose.

# Module 1: Foundations

This module serves as an introduction to communication in a professional context. In a world where change is constant and technology proliferates, the foundational skills developed here will enable students to balance the needs of their audience with their communication goals. Students will develop the skills for selecting the appropriate medium for their message and measuring their results; they will be prepared for high performance in today’s ever-changing workplace.

## Module Chapters

* Introduction to Communication
* Getting to Know your Audience
* Choosing a Communications Channel
* Crafting Your Message with Plain Language
* A Picture Is Worth 1,000 Words: Using Visuals
* From Shotgun to Boomerang: Using Feedback

A full list of the [Foundation module contents](http://www.procomoer.org/foundations/) can be found on the website.

# Module 2: Writing

## Module Chapters

* Grammar & Punctuation
* Workplace Documents
* Revising your Writing
* Ethical Guidelines
* Information Literacy

A full list of the [Writing module contents](http://www.procomoer.org/writing/) can be found on the website.

# Module 3: Presentation

## Module Chapters

* Your Presentation Style
* Developing a Presentation Strategy
* Presentation Aids
* Communicating with a Live Audience

A full list of the [Presentation module contents](http://www.procomoer.org/presentation/) can be found on the website.

# Module 4: Interpersonal

## Module Chapters

* Communication and Diversity in Canadian Workplaces
* Your Interpersonal Communication Preferences
* Cross-Cultural Communication
* Conflict Resolution

A full list of the [Interpersonal module contents](http://www.procomoer.org/interpersonal/) can be found on the website.