

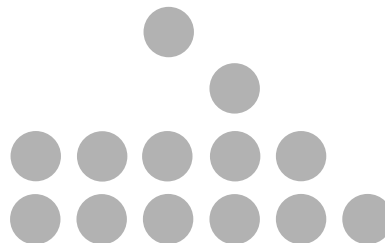


UNIT OUTLINE

DIPLOMA OF COMPUTING

SEMESTER 3 2006

UNIT CODE:	SIT141
UNIT NAME:	COMMUNICATION SKILLS FOR INFORMATION TECHNOLOGISTS
HOURS PER WEEK	4
PREREQUISITE:	NIL



SIT141 Communication Skills for Information Technologists is a **unit** in the Diploma of Computing.

OBJECTIVES: On completion of this unit students will learn how to describe contemporary communication theories and models; essential grammar and writing skills; essential academic writing skills; communication skills for the workplace; how to use the different technical communication genres; oral presentation and interpersonal skills for the workplace and life.

Students will also apply their knowledge:

1. Feelings and emotions: ability to express feelings and emotions constructively in a team and technical communications.
2. Practical skills: develop skills in written documentation; develop journal and folio skills; develop skills for an oral presentation.
3. Relationships, communication and Team Work: ability to work in an interactive team, collaboratively and co-operatively, develop group management, conflict resolution and problem solving skills.
4. Professional practice: ability to plan, demonstrate persistence, motivation and proactive behaviour; develop attitudes, values and beliefs that are consistent with a high standard of professional practice; understand professional responsibilities of a technical communicator; understand the impact of technical communications on society and culture; understand legal, moral and ethical implications that impact technical communication.

PRESCRIBED TEXTBOOKS:

These are available on the Reserve Desk at the Melbourne campus library, and generally at the Deakin Library.

It is recommended that you purchase the prescribed textbooks.

Prescribed text books

Eunson, B. (2005) *Communicating in the 21st Century*. John Wiley & Sons, Milton.

OTHER RESOURCES

Other text books for further reading

Adler, R.B. (2005). *Communicating at Work, 8th Edtn.* McGraw Hill, Boston

Dwyer, J. (2005). *Communicating in Business.* Pearson: Frenchs Forest, Australia

Fowler, H.R. Aaron, J.E. & Anderson, D. (2001). *The Little Brown Handbook.* Longman, New York

McKenna, B., Thomas, G., Waddell, N. (2004). *Australian Guide to Corporate Communication.* Social Science Press, Tuggerah, Australia

McGraw Hill (2003). *Dictionary of Computing and Communications.* McGraw Hill, New York

Johnson-Sheehan, R. (2005) *Technical Communication Today.* Pearson Education Inc, Australia.

ASSESSMENT

Components and Final Grade

The assessment consists of four components as detailed below	
▪ Assignment 1 – Journal & Portfolio	30%
▪ Assignment 2 – Research Report	30%
▪ Assignment 3 – Oral - PowerPoint Presentation	30%
▪ Hand in work in 10 Practical sessions	10%
The final grade will be calculated using the following formula: 3 Assignments and hand in completed work in 10 Practical sessions	100%

Students must complete all items of assessment in this unit. If they do not complete every piece they will fail the unit.

Minimum requirements:

- Satisfactory completion of the subject is achieved by gaining a grade of P or above.
- Students must submit all three assignments, and gain a grade of at least 50% result.
- Students must attend 10 Practical sessions and hand in the accompanying work.

To achieve an HD grade, a student must achieve at least 80% average on the assignments and hand in completed work in 10 Practical sessions.

ASSESSMENT REVIEW /APPEALS

Students may appeal against any component of their assessment. The appeal must relate to the assessment procedures and not simply dissatisfaction with the final grade given.

To have an assessment in a unit reviewed students must complete the *Review of Assessment Application* form available from the myMIBT Student Portal. **The form must be lodged at MIBT Reception within 14 calendar days of the publication of results.** A \$50 fee is payable before the application will be processed. The fee will be refunded only if the outcome is successful.

Appeals will be considered by the unit lecturer and a recommendation made to the Unit Chair at Deakin University. If there is any change made to the mark/grade, the result will be amended and available through the myMIBT Student Portal.

ASSIGNMENT SUBMISSION

Assignments must be submitted by the due date. Students should complete the *Assignment Cover Sheet* (obtainable from the myMIBT Student Portal) and attach it to their assignment and then place the completed assignment in their lecturer's locker located on Level 2. (Assignments will not be accepted at MIBT Reception).

Students must keep a copy of all their assignments, and must be able to supply these, if in the unlikely event that the original assignment goes missing. Students must maintain a

'backup' copy of all their assignment work. Electronic loss of data is common, but is **NOT** a satisfactory excuse for an extension of a submission date. Technological failure (eg virus on disk) will not be a valid excuse!

Late Submission and Extension Policy

Late assignments will NOT be accepted.

- Students who have just cause may apply for an extension of the due date BEFORE the due date
- Any such application must be accompanied by documentary evidence of the disadvantage causing this request

Extension for medical reasons

If your work is late for medical reasons you will not need to seek the prior approval of your lecturer. You must attach a Doctor's certificate to your assignment with a note that the work is late for medical reasons. Please note that, in these circumstances, the medical certificate must cover the entire period of the extension, from the time the assignment was due until the time it is submitted.

Extension for compassionate reasons

Refer to the section on Special Consideration in the Student Handbook.

CHANGES TO ENROLMENT

- Changes to unit selection cannot be made after the second week of the semester, except to drop a unit.
- A unit can be dropped until the end of the fourth week and fees paid for the dropped unit will be credited to the next semester. After the fourth week, a unit can be dropped, however no fees will be transferred.
- Students who drop a unit after Week 4 will have 'W' (Withdrawn) recorded as their result in the unit.
- A unit dropped after Week 8 will be recorded as 'WN' (Withdrawn – Fail).
- A unit cannot be dropped in the final two teaching weeks of a semester.

CLASS ATTENDANCE

Attendance is an important element of students' success in their studies and it is strongly recommended that students attend all classes. All work covered in class is examinable.

Attendance records will be maintained for each class. On advice from DIMIA, international students will now be responsible for taking medical certificates into DIMIA **if they are reported by MIBT for attendance of less than 80%**.

PLAGIARISM

Plagiarism is a form of cheating. It involves using the language and/or idea of an author and presenting it as one's own work. The most common form of plagiarism is the copying of passages from textbooks, lecture notes, Internet or journals without acknowledging the source. If a student copies word for word from someone else's work, the copied passage must be put in quotation marks and the source must be accurately acknowledged. If a passage from someone else's work is paraphrased, quotation marks are not used but the source must still be acknowledged.

If a student is caught plagiarising they will be failed in that piece of assessment.

Note: Copying paragraphs from the Internet and presenting them as one's own work is plagiarism. If you download and copy paragraphs from the Internet you must identify the source.

Plagiarism Guidelines

Your responsibility as a student is to understand what plagiarism is, how to prevent it, and also not breach copyright laws.

GRADING SYSTEM

All students enrolled in any unit will be graded according to MIBT's standard grading system as follows:

GRADE	DESCRIPTION	PERCENTAGE
HD	High Distinction	80 - 100
D	Distinction	70 - 79
CR	Credit	60 - 69
P	Pass	50 - 59
N	Fail	0 – 49
RPL	Recognition of Prior Learning	
EX	Exemption Granted	
DE	Deferred Examination	
W	Withdrawn	
WN	Withdrawn - Fail	
XN	Enrolled Assessment Incomplete	

UNIT PRESENTATION

All instruction will occur in the classroom / computer laboratory and students are required to attend one four (4) hour class each week in this unit. The first two hours of each class will be a lecture followed by two hours of tutorials. In addition to the classroom instruction students will be expected to work outside of the classroom on assignments and reading.

ACADEMIC STAFF

Name	Phone	E-mail	Office	Consulting Times
Chris Notsis	9244 5197	kcan @optusnet.com.au	Room 2.74 Level 2 B Building	To be advised

SEMESTER PROGRAM / CALENDAR FOR SEMESTER 3 2006

Week	Week Commencing (Monday)	Theme	Learning Resources	Notes
1	Monday 23 October 2006	<i>Introduction to Communication skills for Information Technologists</i> Welcome: Introduction to course		
2	Monday 30 October	Theme 1. Theories of Communication Week 2 Define technical communication; various models / theories for communication	Eunson, 2005 Ch 1 pp. 1 - 16	
3	Monday 6 November	Week 3 Academic requirements: the writing process; avoiding plagiarism - Harvard 'author-date' referencing method	Eunson, 2005: Ch 3 p. 70 - 76	
4	Monday 13 November	Theme 2. Writing Skills – Audience & Purpose Week 4 Audience and purpose for technical communication; Academic requirements; research skills; critical analysis; argument & logic	Eunson, 2005 Ch 3 p. 54 - 76 Ch 5 pp. 132, 133 Ch 13 p. 369	Journal check
5	Monday 20 November	Week 5 Writing a Report / proposal; Describe the basic features of a business report / proposal; begin to write a business report; letter of transmittal (p.139)	Eunson, 2005 Ch 4 p. 86 Ch 5 p. 127 - 172	
6	Monday 27 November	Theme 3. Writing at University Week 6 Writing an essay; common grammatical mistakes; editing / proofreading reports	Eunson, 2005: Ch 7 p. 196 Ch 5 p. 137	
7	Monday 4 December	Week 7 Intercultural communication; Global English; English as a second language; non-verbal communication	Eunson, 2005 Ch 16 p. 456 Ch 8 p. 231	

8	Monday 11 December	Theme 4, Communication in the Workplace / electronic communication Week 8 Organisational communication; usability of documents; research and manage information for business	Eunson, 2005 Ch 17 p. 484	
9	Monday 18 December	Week 9 Electronic communication: appropriate use of email; web sites; describe the basic features of an email; write an email	Eunson, 2005 Ch 6 pp. 172 - 185	Assignment 2 due Journal check
	Saturday 23 December – Monday 1 January 2007	Christmas Break		
10	Tuesday 2 January	Theme 5. Genres of Technical Communication Week 10 Describe the basic features of business letters; write an application letter	Eunson, 2005 Ch 4 pp. letters 88 – 116,	
11	Monday 8 January	Week 11 Preparing audience handouts / speakers' notes	Class handout	
12	Monday 15 January	Theme 6. Oral Communication and Interpersonal / Intrapersonal Skills Week 12 Interpersonal & intrapersonal communication; non-verbal communication; knowledge and skills in public presentations	Eunson, 2005: Ch 8 p. 231 Ch 9 p. 255 Ch 10 p. 277 Ch 11 p. 304 Ch 19 p. 537	
13	Monday 22 January	Week 13 Oral PowerPoint Presentations (Assignment 3)		Assignment 1 Journal due: Submit Journal & Portfolio Assignment 3 due: PPP
14	Monday 29 January	EXAMINATION WEEK	No examination for this unit	

Christmas Break: Classes finish Friday 22 December 2006 and resume on Tuesday 2 January 2007

Results released on portal: Tuesday, 13 February 2007

Content for the Semester:

Unit Objectives

On completion of this unit students will learn and gain knowledge and understanding of:

1. Introduction to Communication Skills for Information Technologists
2. Theme 1: Theories of communication
3. Theme 2: Writing Skills – audience and purpose
4. Theme 3: Writing at University
5. Theme 4: Communication in the Workplace / electronic communication
6. Theme 5: Genres of Technical Communication
7. Theme 6: Oral Communication and Interpersonal Skills

This unit provides a foundation for the Bachelor of IT and includes communication (written and oral) skills for use at university, in industry and in daily communications.

MIBT STUDENT PORTAL

All unit material, exercises and assessment material will be available via the unit web page at <http://www.mymibt.vic.edu.au> You will need to login to MIBT Student Portal and then your personal student area, to access the SIT141 specific content.

Plagiarism Guidelines

Your responsibility as a student is to understand what plagiarism is, how to prevent it, and also not breach copyright laws. The MIBT Portal has information specific to this matter.

Assessment Information

Components and Final Grade

The assessment consists of four components as detailed below:

- | | |
|---|-----|
| • Assignment 1 Journal & Portfolio | 30% |
| • Assignment 2 Research Report | 30% |
| • Assignment 3 Oral Presentation | 30% |
| • Hand in work in 10 Practical sessions | 10% |

The final grade will be calculated using the following formula:

3 Assignments and hand in completed work in 10 Practical sessions = 100 %

Minimum Requirements

- Satisfactory completion of the subject is achieved by gaining a grade of P or above.
- Students must submit all three assignments, and gain a grade of at least 50% average result.
- Students must attend 10 Practical sessions and hand in the accompanying work
- To achieve an HD grade, a student must achieve at least 80% average on the assignments and hand in completed work in 10 Practical sessions.

Submission details

Late assignments will NOT be accepted.

- *All students are to hand their work in, whether or not it is complete. Submit on or before the due date of each assignment, unless they are hospitalised or there are extenuating circumstances that prevent this.*

Submission Process

- Assignments should be placed in the locker marked Chris Notsis as instructed in the Unit Outline.

Or as instructed during tutorials/practicals

- *Ensure you understand the Faculty's notice on plagiarism and cheating (pp.8, 9)*
- *Check and follow the written presentation guidelines below*

Written Presentation Guidelines

These guidelines are to be followed when presenting any written submission for this unit.

- Present the assignments as word-processed documents, **double-spaced**, printed on A4 paper and single sided
- Use Arial or Times Roman **12 point** for the body of the text.
- Set the top, bottom, left and right margins to be 25 mm wide to allow for comment.
- Include a signed MIBT cover sheet on each assignment giving your full name, student number, Unit code and assignment name.
- Include a **header** on each page that includes your name, student number and unit code.
- Include a **footer** on each page that includes the assignment name, page numbers and submission date.
- Staple the finished document in the top left-hand corner and place in your lecturer's locker as instructed. You may use a plastic A4 pocket / sleeve for submission

Cheating, plagiarism and collusion – ESSENTIAL READING

Deakin University and MIBT wish to educate its students about plagiarism and collusion, as they are extremely serious issues. Plagiarism and collusion are academic offences. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. The University's definitions of plagiarism and collusion are as follow:

- **Plagiarism** occurs when a student passes off as the student's own work, or copies without acknowledgement of it authorship, the work of any other person.
- **Collusion** occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

References / acknowledgement of authorship (including electronic resources)

You **MUST acknowledge the sources** that you have drawn on. This is a necessary courtesy to the original authors, and also allows the readers of your work to follow up any points you have raised.

If you directly copy another writer's phrase, sentence or paragraph, then you should use quotation marks and note the source of the quote. If you use another writer's ideas, but not his or her exact words, you should again note the source. There are a number of ways by which you can refer to other people's work.

The reference list should include full citations of all sources consulted for the essay and these sources should appear in the body of the essay (e.g. Eunson 2005, p. 222) wherever a reference to someone's work is made, instead of footnotes. This referencing method, like all methods, involves noting the author's name, the title of the article and journal, or book, the year of publication, the journal's volume number, the book publisher's name and location, and the relevant page numbers.

For extra reading you are permitted to obtain facts, figures, ideas and arguments from any source including the Internet (this must not be in place of the set texts / readings). However, you need to cite these sources of information within the body of the essay and in the reference list and include all pages used whether from hard copies (books etc) or the Internet.

Acceptable online or web site information has an author, a copyright mark, and the page can be traced from its original web site.

For the purpose of this unit, please follow the **Harvard system of referencing**. This system of referencing **does not use footnotes** and is the one most often used in communication studies related academic books, journals and other literature.

Teaching Methods

- Face to face delivery with lectures and practical work
 - Electronic searches and other uses of e-research
-

Assessment Information

Assignment 1

Journal / Portfolio / Weekly Practical exercises

3 sections:

1) Journal 2) Portfolio = (30% each)

3) Weekly Practical exercises = (10%)

- The journal and portfolio will be reviewed three times over the course of the semester. Reviewer's comments will be provided to assist students improve and progress.
- A final grade will be given at the end of the semester.
- Weekly Practical exercises: these are on the MIBT Portal and must be **completed and signed off by the lecturer during the weekly practical sessions** and placed in a separate section of the Journal

Use a small two ring binder; divide into three sections and use dividers to separate each section

Assessment and Grade

Assessment will be based on student's ability to develop a journal and portfolio that is "living" and useful to professional practice. The following will be used as a guide for assessment.

Ability to:

- Record ideas using a systematic and organised process
- Pay attention to detail
- Reflect ideas, thoughts in the journal or folio following lectures and/or practical work or other situations where communication is used or discussed
- Do follow up research on the scholarly journals or reference books, the Internet or interview people from industry – fully acknowledged and referenced
- Select, collate and organise the various requirements in a logical, easy to follow format

Journal / Portfolio Due Dates:

Bring to your Prac session on the following weeks: Week 4, 9 & 13 ~ you will be automatically deducted 5% if not brought to your Prac Session for a check

Details of the 3 sections are as follows:

1. Journal

Set up and maintain a **journal** containing your:

- Lecture summaries
- Record of your experiences, thoughts and ideas from your lectures and prac work
- Any work related to achieving the assignments
- Comments on communication in society; drafts of work done towards the portfolio.

2. Portfolio

Set up and develop a **portfolio**

- Find good /or bad examples of communication design; minimum of **one** example per theme of the unit –
- **Give the audience, purpose and a critique with each (reasons why you consider it to be good or bad design)**
 - Theme 1 – Find an example of a model of communication
 - Theme 2 – Find an example of a manual of instructions that is either easy or difficult to understand
 - Theme 3 – Find and include a sample of what you consider to be a good short report
 - Theme 4 – Include an advertisement for your chosen career (your 'dream' job) explain/list skills required.
Write a letter of application (a covering letter) for this job (you can pretend you have the required skills)
 - Theme 5 – Include an example of either a good or a bad email (you may use one that has been sent to you)
Explain why it is important to follow email etiquette in business
 - Theme 6 - Include your Oral Presentation speaker's notes and an audience handout

3. Weekly Practical exercises:

These are on the MIBT Portal and must be completed and signed off by the lecturer at the end of each weekly practical session and placed in a separate section of the Journal

Assignment 2 - (30%)

Research Report: 2000 words

Due: Week 9 during the tutorial / practical session

Purpose

Write a research report and provide evidence of research, drafts and editing.

The aim of your paper is to inform your chosen audience about an IT related topic.

1. Decide on a specific topic for your technical research paper. **Specify your audience** (e.g. a client), **purpose** (why they would be interested in reading your report). Your tutor will have a list of topics for you to choose from
2. Using Harvard style, provide **at least 6** references; 2- 3 books 2- 3 journal articles
2-3 credible Web resources – attach a copy of the web page to the back of your report.
 - **Topic must be approved by your tutor**

You must demonstrate your understanding of audience, purpose and context in producing a report that addresses the problems of technical communication, logic and argument.

- The topic must specify and address the needs of an audience that is within your major field of study (IT)
- The topic must embrace a current issue in your major field of study in relation to Information Technology.
- The topic must be narrow: e.g. the topic "Computer Games" is too broad. Be specific and make sure you include your audience. For example "A teacher's guide to Tetris as learning tool in primary school"

Assessment will be based on the Marking Guideline – for Assignment 2.

Audience

Your audience is computer literate, but does not know as much about the topic as you do, so avoid jargon and explain acronyms and any technical terms

Presentation of the Report

1. Your paper must be word-processed, written in prose (not point form) and should be 2,000 (± 100) words in length.
2. Use a report layout – see Week 5 / Lecture 5 notes and practical exercise
3. You must include a header on each page containing your name, student number, MIBT login name, as well as a page number.
4. The first page of your submission must be a signed MIBT **Assignment Declaration** form.
5. All preliminary drafts and workings **must** be attached to the assignment for auditing and marking purposes.
6. Follow the guidelines on page 8 of this document

Acknowledging others ideas, images, written work – see below and page 8 for details

Plagiarism

You must complete the MIBT assignment declaration form. This asserts that your submission is your own work and nobody else's except where duly cited. You must keep drafts of your work (both electronic and paper) as well as copies of original materials cited in your submission. If any student is suspected of plagiarism their work will not be marked until they have provided evidence that their submission is their own work.

Assignment 3 (30%)

PowerPoint Presentation

Due: to be presented in Week 13 tutorial/ practical session

Objectives

1. To evaluate and improve oral and presentation skills
2. To evaluate and improve your ability to write accompanying audience handout and speaker's notes for a presentation

Tasks

Students to produce a presentation based on Assignment 2 information, using Ms PowerPoint, and a suitable hand-out (poster, brochure, and speaker's notes) to accompany the presentation.

Background information

In this assignment you are to develop a presentation on the same topic as your previously submitted research report. The presentation is to be slides that have been developed using the software application *Microsoft PowerPoint*.

Your task

1. Design the presentation to be used at a professional meeting
2. Design the presentation for a **novice audience** in the IT field. Consider a manager who has little or no IT background for example.
3. The following features of *MS PowerPoint* are to be used, including:
 - Full screen colour slides
 - Incorporation of text with either illustrations, graphs, tables, scanned images and/or clipart
4. The oral delivery of your presentation is such that the slides highlight the points you are making.
5. Presentation time: 5 - 7 minutes
6. Attach "notes pages" so that the audience (manager) can follow the presentation if needed.

Assessment of your presentation will be based on the following:

Audio component

- *Timing*: use of pauses, emphasis and appropriate speed of delivery
- *Delivery*: effectively speaking with conviction, sincerity and credibility
- *Content*: your remarks should be relevant, interesting and clear
- *Use of English*: your speech should be clear, correct, simple and fluent, with no inappropriate jargon

Written component

- *Audience orientation*: match content, style, language and purpose to a **novice audience**
- *Grammar*: ensure all text is free of typographic and grammatical errors
- *Structure*: ensure sequence is appropriate for your presentation.

Visual component

- *Design*: consistent appearance and layout of slides
- *Graphics*: use of graphics to clarify and highlight, not to decorate
- *Text*: effective use of typeface and colour.

Submission

After your presentation you should submit:

Your journal / portfolio / prac exercises in a folder containing:

1. A print out of your audio script
2. A print out of your audience hand out page(s) – can be a brochure or other creative hand out.
3. The first page of your submission must be completed assignment declaration form
4. An “attachment section” (at the back of the folder) which has copies of drafts and workings

Weighting

- Oral Presentation 10 marks
- Design & development of MS PowerPoint slides 10 marks
- Written script “notes pages” 5 marks
- Audience handout 5 marks

Total marks: 30

Presentation Hints and Tips!

Plan the presentation:

1. Organise what you are going to say on paper first
2. Draft the audio presentation as a script
3. Develop the MS PowerPoint slides to complement the audio script.
This way the slides highlight the main points

Slide show design and development

1. Use only one major idea for each slide.
2. Use only one graphic for each slide.
3. Use no more than 6 or 7 words on each line.
4. Use no more than 7 lines for each slide.
5. Ensure all lettering is legible in both size and style.
6. Use no more than 3 sizes of lettering on each slide.
7. Use no more than 4 colours on each slide.
8. Don't dwell too long on one slide - no more than 2 minutes per slide.
9. For a smooth ending to your slide show add a black slide as the last slide.
10. Ensure all slides complement rather than duplicate the verbal presentation.

Some guidelines for your written presentation

Speaker's Notes

Use PowerPoint's *Notes page view* for your speaker's notes. Your notes pages must include:

Title slide:

- Your names
- Your topic, stating subject, audience and purpose.

Roadmap (overview) slide:

- Tell your audience where your talk is going.

Three or four content slides

- Each of these slides should answer a question the audience would want answered.
- Each slide should appear in the order listed in the Roadmap slide.

Conclusion slide

- Summarise main points.
- Give audience a future task.

Speaker's notes with each slide

- Write in note form what you are going to say with each slide

Notes or handouts for the Audience

Your audience handout should be something concrete that your audience will want to refer to at a later date. Interesting, visually pleasing, easy to use and informative.

Purpose

Handouts serve three main purposes:

1. remind the audience of your main points,
2. instruct the audience how to follow your directions,
3. offer support, contact and/or reference details according to audience needs.

Format

- Whatever type of handout you choose, ensure you use a combination of textual and visual elements in an informative and interesting fashion

Presentation

- Design a handout that best suits your audience, topic and purpose. This could be a brochure, flyer or object.

Work assessed at the respective levels typically shows some or all of the features outlined in each case.

	<i>Pass</i>	<i>Credit</i>	<i>Distinction</i>	<i>High Distinction</i>
Fulfillment of overall task intent	Broadly completed but some parts are superficially treated, misunderstood or nearly overlooked.	All parts dealt with satisfactorily. Some isolated examples of excellence.	Some parts done excellently. Material presented is strongly linked to task; comprehension of task is high.	All parts done very well. Exceeds or refines the basic task requirements.
Use of information (including evidence and examples)	Generally accurate and appropriate; some incomplete, unsupported or inconsistent information. Requires greater effort at substantiation and wider research.	Well researched with good use of material. Most information is appropriate, consistent and supportive of the conclusions drawn. Sources of information acknowledged.	Conclusions are fully supported by appropriate and well-organised data. May be some minor omissions. Sources fully referenced.	Evidence of critical or thoughtful sorting and selection. Comprehensive and accurate. Conclusions fully supported by the evidence.
Application of theories and/or concepts dealt with in the topic or unit	Generally very limited application; some misunderstanding or quite superficial treatment.	Relevant concepts, etc. applied in a generally appropriate and thoughtful way. No major misunderstandings; logical connections between ideas; no serious omissions.	Critical or evaluative thinking about how concepts/ theories are applied; little inaccuracy or misunderstanding.	Creative or reflective processing of theories; understanding of how and why they are used; critical and evaluative thinking.
Structure and organisation	Well enough structured to make sense; could be better organised and more tightly focused on the topic. Instances of irrelevance or confusion.	Sequence and structure are logical and easy to follow. Introductory and concluding sections used effectively.	Ideas are sequenced in a logically satisfying way; connections between different themes or sections are well made.	Structure and sequence are used effectively to help integrate ideas or support logical argument. Soundly structured throughout.
Language use	Clear enough to be understood; some confused or unclear expression. Spelling, punctuation & grammar generally satisfactory but likely to need attention.	Language is generally sound and clear throughout.	Language use demonstrates precision and expressiveness as well as clarity.	Powerful, confident and precise use of language; mastery of style and tone.

Good luck and enjoy the semester!