

WEA Course information sheet

2019-20



**Adult Learning
Within Reach**

Course title: Basic Communication Skills		Course ID: C2343563
Start date: 09/07/2020	End date: 16/07/2020	Day(s)/time(s): Thu 11:30
Number of sessions: 2	Hours per session: 2	Tutor Baljinder Singh
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Entry 3
Fee: £.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<p>Theme(s): The WEA has four themes it uses for planning its provision. Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> 1. Employability 2. Community Engagement 		

Course Aim

This course aims to support you to develop the necessary communication skills which can then be practised and used within your families and communities.

Course Description

This course aims to develop basic communication skills. You will be encouraged to develop your communication skills including listening, speaking and reading at your own pace.

Do I need any particular skills or experience?

- This course is for beginners
- This course is for improvers

What will I achieve?

By the end of the course I will be able to:

1. Understand how to communicate verbally regardless of prior experience.
2. Understand how to share information, news or ideas with others in the group.
3. Demonstrate participation in classroom discussions and role-play to show development of communication skills.

What teaching methods will be used and will there be work outside of the class?

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning

What kind of feedback can I expect from the tutor?

- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning

What else do I need to know? Is there anything I need to bring?

- Nothing else is needed

Pre-course work, reading and information sources

- No pre reading or pre course work is required

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course

Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for some courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk

