



Module Specification

Communication and Study Skills

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Part 1: Information

Module title: Communication and Study Skills

Module code: UZYRF8-15-0

Level: Level 3

For implementation from: 2021-22

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Health & Applied Sciences

Department: HAS Dept of Allied Health Professions

Partner institutions: None

Delivery locations: City of Bristol College

Field: Allied Health Professions

Module type: Standard

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: See Learning Outcomes.

Outline syllabus:

Learning Styles

Study skills review update and evaluate learning goals, meet negotiated deadlines

Time management

Note-taking and summarising

Effective reading skills

Revision

Action planning

Reflective approaches

Use of standard IT packages e.g. word processing, databases, presentations, spreadsheets, internet and e-mail

Communication Skills

Techniques to influence audience response where appropriate

Accuracy in sentence structure, paragraphing, spelling and punctuation

Clear and coherent expression orally and in writing

Appropriate formal and informal responses

Plan and present material clearly and logically

Identify a range of source material

Extract relevant information and ideas from available material and summarise the main points of information

Explain own responses to ideas and arguments

Implications and inconsistencies in an argument and recognise bias

Use evidence to back up ideas and arguments

Listen to and show respect for opinions expressed

Answer questions, both literal and inferential

Use of structure to achieve effects e.g. ordering of material

Part 3: Teaching and learning methods

Teaching and learning methods: Contact time for the module is 90 hours:-

Lectures and workshops 78 hours

Tutorials 12 hours

A variety of Learning and Teaching methods will be used which may include face to face and online delivery:-

Lectures, discussions and small group work, presentations, self-directed study and tutorials.

Module Learning outcomes:

MO1 Demonstrate correct sentence structure, paragraphing, spelling, reading and punctuation

MO2 Demonstrate knowledge of varying methods of communicating information that are required for different purposes

MO3 Analyse and present information in an appropriate format

MO4 Use effective and appropriate communication in a range of situations

MO5 Understand a variety of learning styles

MO6 Appreciate the varied methods of reading skills, note taking and summarising

MO7 Demonstrate the ability to evaluate and reflect on own performance

MO8 Develop a structured portfolio by application of study skills throughout programme of study

MO9 Demonstrate effective time management skills

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 60 hours

Face-to-face learning = 90 hours

Total = 150

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/index.html) via the following link <https://uwe.rl.talis.com/index.html>

Part 4: Assessment

Assessment strategy: Assessment strategy consists of:

Component A: Defended poster presentation on contemporary healthcare practice - maximum 10 minutes to consist of 5 minutes for poster presentation and 5 minutes for questions

Component B: Portfolio of study skills.

Regular formative assessment will take place throughout the module delivery to enable students to gauge their progress and learning to date.

Assessment components:

Portfolio - Component B (First Sit)

Description: Portfolio of study skills- a gathered portfolio of prescribed exercises completed through the module.

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

Presentation - Component A (First Sit)

Description: 10 minute defended poster presentation- 5 minutes for presentation and 5 minutes for questions.

Weighting: 100 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO9

Portfolio - Component B (Resit)

Description: Portfolio of study skills- a gathered portfolio of exercises completed through the module.

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Presentation - Component A (Resit)

Description: 10 minute defended poster presentation- 5 minutes presentation with 5 minutes for questions.

Weighting: 100 %

Final assessment: No

Group work: No

Learning outcomes tested:

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Health Professions [Sep][FT][COBC][1yr] Found 2021-22