

Full Title:	Report Writing & Communications
Language of Instruction:	English
Module Code:	ADMN E8001
Credits:	5
Valid From:	Semester 1 - 2015/16 (September 2015)
Module Delivered in	9 programme(s)
Module Description:	The purpose of this module is to facilitate students' successful transition to third-level education, whether they are mature students, come directly from second level, or transfer from other Institutes of Higher Education. The module will introduce students to the structure, expectations and common skills associated with education at third-level, and enable them to engage more easily with the assessment requirements of other modules in their programmes.
Learning Outcomes:	
<i>On successful completion of this module the learner should be able to</i>	
<ol style="list-style-type: none"> 1. Practice effective note-taking in lectures and for study or research. 2. Use their time effectively in order to manage their academic workload. 3. Select a project or report assignment, including the consideration of primary research and ethical issues 4. Write a professional or academic report using a taught structure and layout. 5. Use the institute-standard Harvard Referencing System and self-evaluate their work for plagiarism using an online tool. 6. Write standard business correspondence using the appropriate language, style and structure, applying business etiquette. 	

Module Content & Assessment

Indicative Content

Study Skills

Practical tutorials designed to introduce new students to third-level education practice & standards, and introduce tools for effective learning. Topics include: - Time Management - Note taking for written and oral delivery - Reading Techniques for research - Close reading for meaning - Motivation - Goal setting

Research Methods

Topics include: - Tuition in designing, implementing and managing basic research for any subject.

Reports

Typical short report format for presenting research findings in an academic context. Topics include: - Basic structure - Language & style - Selecting & editing data - Proofreading - Presentation

Harvard Referencing

Tuition to equip students to protect the academic integrity of their work throughout the programme and avoid plagiarism.- Understanding plagiarism. Topics include: - Quoting, Paraphrasing, Summarising - Referencing different types of sources using the Harvard Referencing System. - Resources for referencing (DkIT resources, useful websites) - Checking work for plagiarism using detection software.

Business Correspondence

Students will learn how to conduct formal correspondence, mindful of appropriate tone, language, content & style. Topics include: - Language & style - Structure - Etiquette

Assessment Breakdown

%

Course Work

100.00%

Full Time

Course Work

Assessment Type	Assessment Description	Outcome addressed	% of total	Marks Out Of	Pass Marks	Assessment Date	Duration
Continuous Assessment	Written Report 1 assessing a set of specific skills as designated by the lecturer.	2,3,4,5	35.00	100	40	n/a	0
Continuous Assessment	Written Report 2 assessing a set of specific skills as designated by the lecturer.	2,3,4,5	35.00	100	40	n/a	0
Continuous Assessment	Preparation of a standard business correspondence.	2,6	20.00	100	40	n/a	0
Continuous Assessment	Class based practical task based on effective note taking. The task may be group based if appropriate.	1,5	10.00	100	40	n/a	0

No Project

No Practical

No End of Module Formal Examination

Reassessment Requirement

No repeat examination

Reassessment of this module will be offered solely on the basis of coursework and a repeat examination will not be offered.

Reassessment Description

Students will be given an opportunity to remediate part or all of their CA performance by the autumn/repeat examination boards by repeating part or all of the same or similar CA.

DKIT reserves the right to alter the nature and timings of assessment

Module Workload & Resources

Workload: Full Time

Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Theory based class designed with the facility to allow for class based practical tasks.	4.00	Every Week	4.00
Directed Reading	Preparation for CA.	3.00	Every Week	3.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				4.00

This course has no Part Time workload.

Resources

Recommended Book Resources

- McClave, H. 2004, *Communication for Business*, 3rd edition Ed., Gill and Macmillan Dublin
- Burns, Tom 2012, *Essential Study Skills: the complete guide to success at university.*, Sage
- Cottrell, S. 2008, *The Study Skills Handbook*, 3rd edition Ed., Palgrave Macmillan
- Dawson, C. 2009, *Introduction to Research Methods: a practical guide for anyone undertaking a research project.*, Oxford, How to Books
- Grix, J. 2010, *Information Skills: finding and using the right resources*, Palgrave Macmillan
- DkIT 2009, *Credit Where Credit is Due: a guide to referencing in DkIT*, DkIT
- Baugh, S. 1995, *How to Write First-Class Business Correspondence: the handbook for business writing.*, NTC Pub. Group

This module does not have any article/paper resources

Other Resources

- Website: DkIT's Centre for Learning & Teaching CELT**
<http://www.dkit.ie/celt>
- Website: CELT Learning and Teaching Resources**
<http://www.dkit.ie/celt/resources>
- Website: DkIT Academic Integrity Policy**
<http://www.dkit.ie/registrar/policies/academic-integrity-policy>
- Website: Resource for Harvard Referencing**
<http://www.citethisforme.com>
- Website: Resource for Time Management**
<http://www.studygs.net/timman.htm>

Module Delivered in

Programme Code	Programme	Semester	Delivery
DK_EARCT_8	Bachelor of Science (Honours) in Architectural Technology	1	Mandatory
DK_EBSUR_8	Bachelor of Science (Honours) in Building Surveying	1	Mandatory
DK_ECMGT_8	Bachelor of Science (Honours) in Construction Management	1	Mandatory
DK_EARCT_7	Bachelor of Science in Architectural Technology	1	Mandatory
DK_ECMGT_7	Bachelor of Science in Construction Management	1	Mandatory
658	Bachelor of Science in Construction Surveying	1	Mandatory
DK_ECTEC_7	Bachelor of Science in Construction Technology	1	Mandatory
656	Higher Certificate in Science in Construction Surveying	1	Mandatory
657	Higher Certificate in Science in Construction Technology	1	Mandatory