

## Syllabus

# Self Exploration – How I Communicate in Different Places



## Course Overview

**Number of Units:** 4 Units

**Estimated time:** 2 - 4 weeks or 6 - 12 hours

**OALCF Levels:** A1.2, A3, B1.1-2, B2.2, F

**Suggested Milestones:** 14, 15 or 16, 60

## Course Description

This course is the digital version of a course created by Literacy Link South Central (LLSC) in 2013 and funded by the Ontario government using Employment Ontario funding. It is one of a series of 4 courses we've grouped together under the heading of Self Exploration. In this course, you will be thinking and talking about how you communicate in different places. At the end of this course you should be able to understand how different generations communicate, understand key factors in effective communication, feel more comfortable communicating in a group setting, begin to understand how to improve communication skills and identify your current skills and the skills that you need to work on.

**Summary of activities:** Reading, Activities, Quizzes and Videos.

## Unit 1: How I Communicate in Different Places?

In this unit you will learn how different generations communicate in different ways. The generation you belong to may affect the way that you communicate in different situations or places. Understanding the differences between generations can help you be more successful in the community, in educational settings, as well as in the workplace.

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### Unit 2: What is Effective Communication? (Part A)

Think about the different ways that you say hello to your friends, your family, or someone you deal with in a store. You also communicate differently based on what medium you are using. When you say hello face-to-face, you may do it differently than when you say hello by text on a cell phone. In this unit we will think about this and learn about effective listening skills.

### Unit 3: What is Effective Communication? (Part A)

Whenever we communicate, we use non-verbal communication. Sometimes we are not even aware that we are doing it. The way you act, look and move when you are speaking can give the listeners a lot of information along with what you are actually saying. Our day-to-day emotions play a big part in how we communicate. When you recognize these emotions and are able to control them, you can communicate more effectively.

### Unit 4: Reflection and Evaluation

Use reflection questions to think about the skills you have and those you need to work on to become a more effective communicator.