Communication Essentials for College

| Jen Booth, Emily Cramer & Amanda Quibell

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COMMUNICATION ESSENTIALS FOR COLLEGE

JEN BOOTH; EMILY CRAMER; AND AMANDA QUIBELL

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ACCESSING AND USING COMMUNICATION ESSENTIALS FOR COLLEGE

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This textbook is designed to be accessible using standard web browsers, mobile devices, screen readers and other assistive technology. You can access the book in a number of formats. Requirements, tools, and suggestions for navigating and using the book are listed on this page. If you encounter any issues in accessing the book, please connect with your professor.

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- Check for printing costs at your on-campus print shop (such as Grenville at Georgian College) or a local print shop (Staples, etc)
- Printing a large document is often significantly less expensive at a print shop than it is to print on your home printer or at the Library
- Consider printing in black & white and refer to the webbook or PDF for any diagrams that require colour (significantly less expensive)
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TUTORS FOR COMMUNICATION ESSENTIALS

Tutors for Communication Essentials are available to all students registered in the course.

Why work with a tutor?

Tutors can...

- coach you through course concepts
- help you learn new study skills and resources
- help you feel confident reaching your academic goals
- direct you to appropriate services and resources when needed

Book a Tutor for COMM1016

COMM1016 tutors are available within the Writing Centre for both virtual and in-person assistance. Tutors may also be available for your other courses/programs – check Navigate360 or connect with Academic Success for more details.

How to Book a COMM1016 Tutoring Appointment (Text version)

How to book a Tutoring session

To book an appointment, you can:

- Use the Navigate360 app or visit the Navigate360 website
- Link to Navigate360 is available in MyGCLife

- Phone toll free: 1.877.890.8477 or Barrie area: 705.722.1518
- Email: Academic Success – academicsuccess@georgiancollege.ca
- Phone toll free: 1.877.890.8477 or Barrie area: 705.722.1518
- Stop by Academic Success at the Barrie campus Library to chat with someone in person

Other Student Supports

Your tutor will help you identify other college supports and services to help improve your success this semester. If you haven't already, consider the following supports:

- Research Help [new tab] – Help with Library website, databases, resources, searching, credible sources & more
- Writing Centre [new tab] – Help with APA, writing and citing
- Language Help Centre [new tab] – Help with foundational writing skills, grammar, sentences, paragraphs & more
- Student Advisor [new tab] – Help with time management, building resilience, learning online & more
- Counselling [new tab] – Help with everyday challenges, mental health, adapting to college & more

For a full list of student services, please visit the Student Success page on MyGCLife [new tab]

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Communication Essentials for College is dedicated to our students.

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This OER, *Communication Essentials for College*, is a collection of resources adapted by Amanda Quibell and Emily Cramer to meet the needs of students in introductory Communication courses. In most sections of this OER, updates have been made to the existing content to improve usability and accessibility, incorporate interactive elements and improve the overall student experience. This collection reuses content from the following key resources:

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- *APA Style Citation Tutorial* (https://openeducationalberta.ca/introapatutorial7/) by Sarah Adams and Debbie Feisst, University of Alberta Library, licensed under CC BY-NC-SA 4.0 International License (https://creativecommons.org/licenses/by-nc-sa/4.0/)
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  - all content can be navigated using a keyboard.
  - links, headings, and tables are formatted to work with screen readers.
- All images in this guide are described fully in the text, alt-tag or in an image description section for complex images.
- Information is not conveyed by colour alone.
- Pressbooks has built in features such as the ability to change font size.

Other file formats available

This book is also available in PDF formats that you may save, print, access offline or use with internet access.

Efforts have been made to improve the user experience in all formats – if you encounter any access issues or barriers, please connect with your professor.

Known accessibility issues and areas for improvement

This book's adapters have attempted to improve upon existing features from the original sources and improve these materials for all users.

While we strive to ensure that this resource is as accessible and usable as possible, we might not always get it right. Any issues we identify will be listed below. If you encounter issues with this text, please notify your Professor.

List of Known Accessibility Issues

Location of Issue	Need for Improvement	Timeline	Work Around
Sections 3.5 & 7.3	Visual representation of editing markup in writing samples uses colour and graphics to demonstrate necessary changes/ editing.	On going	Recommended code added, text description of changes added. Work on going.
APA formatted references (throughout the book)	APA references require the location of resources to be listed as a full URL	Wait for APA update	Reference entry URLs are not "linked" but the full URL is listed in text. Plan to optimize using tagging for next update.
Video Captioning	All videos have accessible CC & transcripts via YouTube or other provider, but may not have transcripts that fully describe non-speech content.		Current provisions meet AODA requirements.
PDF version of book	PDF version of book may not be fully accessible, as it was generated using Pressbooks export.		Text versions of interactive activities added. Work on-going.

Accessibility standards

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This statement was last updated on January 3, 2023.

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FOR EDUCATORS

Communication Essentials for College is specifically designed to support a foundational college course with a focus on academic writing, research, and presentation skills. The examples within the book emphasize the importance of academic integrity and teach students how to acknowledge sources following APA guidelines.

The informal, conversational language of the book models clear, concise, and professional language that facilitates communication and engagement.

Chapters 11-15 provide ancillary information on grammatical and sentence weaknesses common in student writing. When evaluating student work, instructors can also direct students to these chapters for additional support.

Ancillary resources for this textbook

Supplementary materials for this OER are available, including:

- Summary PowerPoints
- Quiz bank for GC faculty (available in Blackboard)

Please visit the web version of this OER (/) to access Summary PowerPoint files. or connect with us via the OER Design Studio (http://library.georgiancollege.ca/OER) at the Georgian College Library.

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- Email our team at OER [at] georgiancollege.ca