COM2601 – Video Conference 2014

Dr Elnerine Greeff

Video Conference

This is mostly a Question and answer session (as said), but some points we could discuss:

- Assignments
- Portfolio Examination
- Q & A Session

Assignments

- First Assignment
  - Biggest mistake: Not reading through all three chapters before doing the assignment
  - Not reading through all Tutorial Letters
  - Not referencing – 0 for technical
  - Not providing enough **theory** and/or **application**
    - (more on this later)
  - Not being direct

Portfolio Examination

- Tutorial Letter 102 is your guide to preparing your portfolio

COM2601/102/2/2014

Tutorial Letter 102/2/2014

Organisational Communication

COM2601

Semester 2

Department of Communication Science

This tutorial letter contains important information about your module, specifically regarding the examination portfolio.

Bar code

Learn without limits.
Open Rubric

UNISA | university of south africa
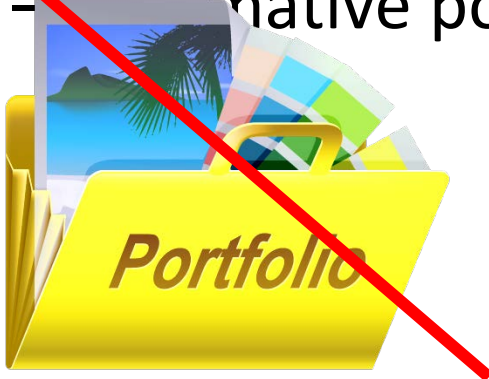
Portfolio Examination

- Why portfolios?

- Different types of portfolios
  - Summative portfolio (assignments help prepare you)

  Portfolio of evidence

Portfolio Examination

- Non-negotiables

    - The due date

    - First drafts are **not** to be handed in

    - The onus is on you to make sure it reaches us

    - Plagiarism will get you 0%
        - Two types that most often occur
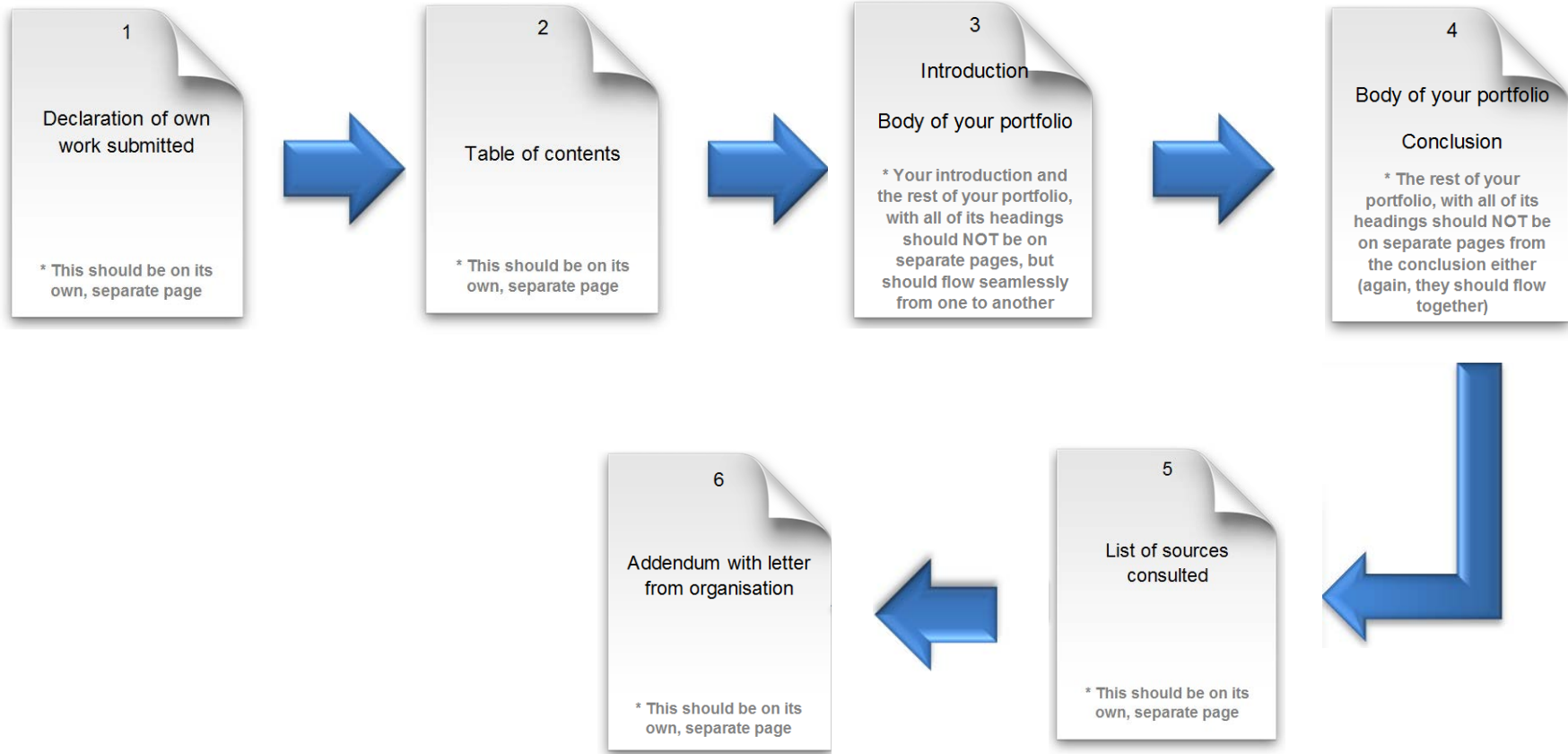
Portfolio Examination

- Technical quality and format

  – This is an **ACADEMIC** work

  – Tutorial Letter CMNALLE/301 should be your best friend. Know it like you know your best friend

  – There is a specific order to things

Portfolio Examination

- The order of things (and what each entails)

1		2		3		4
Declaration of own work submitted	→	Table of contents	→	Introduction Body of your portfolio	→	Body of your portfolio Conclusion
* This should be on its own, separate page		* This should be on its own, separate page		* Your introduction and the rest of your portfolio, with all of its headings should NOT be on separate pages, but should flow seamlessly from one to another		* The rest of your portfolio, with all of its headings should NOT be on separate pages from the conclusion either (again, they should flow together)

6		5
Addendum with letter from organisation	←	List of sources consulted
* This should be on its own, separate page		* This should be on its own, separate page

Portfolio Examination

- The order of things (and what each entails)

1

Declaration of own work submitted

Page 7 of your Tutorial Letter CMNALLE/301

* This should be on its own, separate page

Portfolio Examination

- The order of things (and what each entails)

2

Table of contents

*This should be on its own, separate page

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Portfolio Examination

- The order of things (and what each entails)

3

Introduction

Body of your portfolio

* Your introduction and the rest of your portfolio, with all of its headings should NOT be on separate pages, but should flow seamlessly from one to another

What you **will** focus on

Remember those sub-headings! Order your work

Portfolio Examination

- The order of things (and what each entails)

4

Body of your portfolio

Conclusion

* The rest of your portfolio, with all of its headings should NOT be on separate pages from the conclusion either (again, they should flow together)
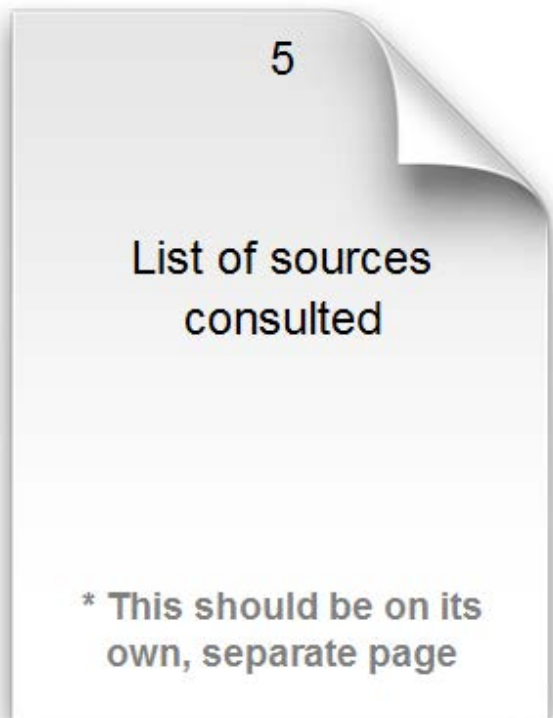
→ What you **have** focused on

Portfolio Examination

- The order of things (and what each entails)

5

List of sources consulted

* This should be on its own, separate page

⇨ Remember tutorial letters

⇨ Alphabetical

⇨ In the prescribed manner PRECISELY

Portfolio Examination

- The order of things (and what each entails)

6

Addendum with letter
from organisation

* This should be on its
own, separate page

Portfolio Examination

- Furthermore in the tutorial letter, have a look at examples of answering a question (theory vs application)
  - Make sure you do not just have theory, or just application – you should strike a balance that suits your discussion

Portfolio Examination

- Length: No more than 25 typed pages (or the hand-written equivalent)

- Be a wordsmith

- Leave enough time

Q & A Session

- NB – look at FAQs!