



Course Requirements – Introduction to Communication

Overview

Welcome to your TEL Library online course, Introduction to Communication! This course requirements document will guide you through the assignments necessary to complete this course. In general, to earn credit for your TEL Library course, you must:

- Complete each lesson's Check Your Knowledge exercise
- Submit all Evidence assignments and take each Module Quiz
- Take Exam 1 and Exam 2, utilizing a proctoring service
- Achieve a total average score of 70% or better across the learning activities listed above.

Before diving into your course's assignments, let's go over the different types of assignments you will find in a TEL Library course.

Check Your Knowledge

Each lesson you complete will typically contain a Check Your Knowledge exercise designed to help you digest the key topics of a lesson. Students have unlimited opportunities to take these exercises, but earn participation points the first time the exercise is completed.

Module Quiz

Each module you complete will typically contain a Module Quiz. The Module Quiz contains 20-35 multiple choice questions covering the module's content. Students will only be able to take each quiz once.

Evidence

The Evidence assignment is a written assignment that asks students to do a deeper dive on a module topic.



Exams

Each course contains two exams containing an average of 50-60 multiple choice questions apiece. To earn credit for taking these exams, students must utilize a proctoring service.

Getting Started

Each module below is listed with its associated assignments.

Module 1: Foundations of Communication

Graded Assignments

- Module 1 Quiz
- Module 1 Evidence

Participation Assignments

- Check Your Knowledge: Defining Communication
 - Check Your Knowledge: Verbal Communication
 - Check Your Knowledge: Nonverbal Communication
 - Check Your Knowledge: Spoken versus Written Communication
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Module 2: The Evolution and Impact of Mass Communication

Graded Assignments

- Module 2 Quiz
- Module 2 Evidence

Participation Assignments

- Check Your Knowledge: What is Mass Communication?
- Check Your Knowledge: Traditional Media
- Check Your Knowledge: Public Relations
- Check Your Knowledge: Marketing and Advertising
- Check Your Knowledge: Ethics and Mass Communication



Module 3: International and Intercultural Communication

Graded Assignments

- Module 3 Quiz
- Module 3 Evidence

Participation Assignments

- Check Your Knowledge: What is Intercultural Communication?
 - Check Your Knowledge: International Communication and The Global Marketplace
 - Check Your Knowledge: The Impact of International Organizational Styles
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Module 4: Intrapersonal and Interpersonal Communication

Graded Assignments

- Module 4 Quiz
- Module 4 Evidence

Participation Assignments

- Check Your Knowledge: Self-Reflection and Self-Disclosure
 - Check Your Knowledge: Developing Personal Relationships and Conflict Management
 - Check Your Knowledge: Building Work Communities and Professional Networks
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Module 5: Organizational Communication

Graded Assignments

- Module 5 Quiz
- Module 5 Evidence

Participation Assignments

- Check Your Knowledge: What is Organizational Communication?
- Check Your Knowledge: Giving Directions



- Check Your Knowledge: Equal Contribution and Timelines
 - Check Your Knowledge: Asking Questions and Giving Feedback
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Module 6: Working in a Small Group

Graded Assignments

- Module 6 Quiz
- Module 6 Evidence

Participation Assignments

- Check Your Knowledge: Groups: Roles, Organization, and Leadership
 - Check Your Knowledge: Groups: Teamwork and Projects
 - Check Your Knowledge: Groups: Problem-Solving and Decision-Making
 - Check Your Knowledge: Trends and Technology for Group Communication
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Module 7: Professional Writing

Graded Assignments

- Module 7 Quiz
- Module 7 Evidence

Exam

- Exam 1

Participation Assignments

- Check Your Knowledge: Organizing and Brainstorming
 - Check Your Knowledge: Business Writing in Action: Text, Emails, and Netiquette
 - Check Your Knowledge: Business Writing in Action: Business Proposals and Reports
 - Check Your Knowledge: Professional Writing: Practice
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Module 8: Preparing a Public Speech

Graded Assignments

- Module 8 Quiz
- Module 8 Evidence

Participation Assignments

- Check Your Knowledge: Ethics in Written and Spoken Communication
 - Check Your Knowledge: Developing and Preparing Your Speech
 - Check Your Knowledge: Speech Anxiety
 - Check Your Knowledge: Using Psychology for Recall and Understanding
 - Check Your Knowledge: Preparing a Public Speech: Practice
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Module 9: Delivering a Public Speech

Graded Assignments

- Module 9 Quiz
- Module 9 Evidence

Participation Assignments

- Check Your Knowledge: Grabbing Attention
 - Check Your Knowledge: Delivering Your Speech
 - Check Your Knowledge: Asking and Answering Questions
 - Check Your Knowledge: Effective Critical Listening and Providing Feedback
 - Check Your Knowledge: Delivering a Public Speech: Practice
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Module 10: Adapting to Your Audience

Graded Assignments

- Module 10 Quiz
- Module 10 Evidence

Participation Assignments



- Check Your Knowledge: Adapting Before the Speech
 - Check Your Knowledge: Adapting During the Speech
 - Check Your Knowledge: Adapting After the Speech
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Module 11: Speaking with Purpose: Information or Persuasion

Graded Assignments

- Module 11 Quiz
- Module 11 Evidence

Participation Assignments

- Check Your Knowledge: Introduction to Argumentation
 - Check Your Knowledge: Persuasive Speaking
 - Check Your Knowledge: Informative Speaking
 - Check Your Knowledge: Professional Speaking in Daily Life
 - Check Your Knowledge: Interviews, Reviews, and Other Business Conversations
 - Check Your Knowledge: Speaking with Purpose: Practice
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Module 12: Media Literacy, Technology, and Issues in Communication

Graded Assignments

- Module 12 Quiz
- Module 12 Evidence

Exam

- Exam 2

Participation Assignments

- Check Your Knowledge: What is Media Literacy?
- Check Your Knowledge: Internet, Social Media, and Technology
- Check Your Knowledge: Gender, Racial, and Cultural Sensitivity in Communication
- Check Your Knowledge: Democratization of Communication



Check Your Knowledge: Free Speech