

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

C O U R S E            O U T L I N E

Course Title: TRADE COMMUNICATIONS FOR CHEFS - BASIC  
Code No.: ENG 125-1  
Program: CHEF TRAINING POST-SECONDARY AND BASIC APPRENTICESHIP  
Semester: FIRST  
Date: FALL 1984  
Author: LANGUAGE & COMMUNICATIONS DEPARTMENT

New:   X   Revision:           

APPROVED: *J. Koch*  
                    Chairperson

Date: September 4, 1984

TRADE COMMUNICATIONS FOR CHEFS - BASIC

ENG 125-1

Course Name

Course Number

PHILOSOPHY/GOALS (Course Description)

This course aims at developing basic work-related writing and speaking skills for Chef Training students. Assignments are designed in conjunction with the objectives stated in the Ministry of Colleges and Universities Training Module.

METHOD OF ASSESSMENT (Grading Method)

Students will be assessed on the basis of their written assignments, oral presentation and class participation. Letter grades will be assigned in accordance with the Language and Communications Department guidelines.

The following grade symbols will be used in recording final grades:

- "A" - outstanding achievement
- "B" - consistently above average achievement
- "C" - satisfactory or acceptable level of achievement
- "R" - repeat (the student has not achieved the objectives of the course, and the course must be repeated).

A detailed description is attached to the course outline.

TEXTBOOKS

There will be no specific text for the course, but students will be expected to use library periodicals regularly. Students will also need a copy of "A Résumé Guide". (Available free of charge from the Counselling Office, Room E134).

COURSE OBJECTIVES

Upon completion of the course, students will be able to do the following:

- 1) write a very brief essay related to the Food Service Industry and researched from Learning Resource Centre materials.
- 2) write a concise, coherent memorandum.
- 3) complete a standard accident report.
- 4) prepare a basic résumé and letter of application.
- 5) explain and demonstrate an ability to apply effective listening techniques.
- 6) present a short (3-5 minutes) speech
- 7) introduce and thank a speaker.

INSTRUCTIONAL METHODS

A variety of instructional methods including classroom presentations, small group discussions, student presentations and library readings are used to respond to student needs.

TOPICS

WEEK 1	Introduction to course and personal essay
WEEK 2	Library Resource Centre orientation
WEEK 3	Essay writing based on library materials
WEEK 4	Essay writing
WEEK 5	Effective Listening Skills
WEEK 6	Effective Listening Skills
WEEK 7	Accident Report
WEEK 8	Memorandum Format
WEEK 9	Business Letters
WEEK 10	Letter of Application
WEEK 11	Basic Résumé
WEEK 12	Public Speaking Introduction
WEEK 13	Presentation of Student Speeches
WEEK 14	Presentation of Student Speeches
WEEK 15	Presentation of Student Speeches
WEEK 16	Course conclusion and evaluation
WEEK 17	Testing Week

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on the following assignments and presentations:

- Brief essay (250 words) using library-researched materials related to the Food Service/Hospitality Industry	15%
- Listening Skills assignment	10%
- Accident Report	5%
- Memorandum	10%
- Business Letter	10%
- Letter of Application	10%
- Basic Résumé	15%
- Brief oral presentation (3 to 5 minutes)	20%
- Class participation	5%

TIME FRAME

Trade Communications for Chefs - Basic (ENG 125-1) involves one period per week for seventeen weeks.

/sdd  
August 1984