



**PREREQUISITE :**

To register in English 314-3, the student must have successfully completed the 100 and 200 level English courses for Office Administration.

**PHILOSOPHY/GOALS**

This course enables Office Administration students to update and refine interview skills, further develop and apply critical thinking, research and reporting skills, and develop skills essential for recording and processing oral information.

**METHOD OF ASSESSMENT**

Students will be assessed on oral and written assignments and on class activities, as specified below.

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

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

- "A+" - consistently outstanding achievement
- "A" - outstanding achievement
- "B" - consistently above average achievement
- "C" - satisfactory or acceptable achievement in areas subject to assessment
- "R" - **REPEAT** (The student has not achieved the objectives and must repeat the course.)

**TEXTBOOKS**

College English Communication (Part II). Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson.

Webster's New World Dictionary, Third college edition. General Publishing Company.

Roget's Thesaurus.

Additional text or materials, as required by teacher.

**OBJECTIVES**

1. In preparation for a staged interview, update resume and write an appropriate cover letter.
2. Build interview skills by participating, as interviewee, in a staged, videotaped interview conducted by a community employer.

3. Develop critical awareness of the interview process by analyzing interview performance from feedback obtained during and subsequent to the interview.
4. Utilize research, reporting, and editing skills and area-related content in the preparation and oral presentation of short (2-3 page) reports.
5. Develop information recording, revising, and editing skills and apply these skills to the task of minute-taking.

**INSTRUCTIONAL METHODS**

Instructional methods will vary according to student needs.

**ASSIGNMENTS AND PERCENTAGE GRADING**

Objective one:	Resume and cover letter . . . . .	10%
Objective two:	Staged, videotaped interview . . . . .	15%
Objective three:	Interview analysis . . . . .	15%
Objective four:	Two short reports . . . . .	20%
	Oral presentation(s). . . . .	10%
Objective five:	Minute taking assignments . . . . .	10%
Classroom activities . . . . .		10%

**DUE DATES**

Due dates for assignments, interviews, and presentations will be announced during the semester.

**TIME FRAME**

Advanced Communication Skills for Office Administration (ENG 314-3) involves two periods per week for sixteen weeks.

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4. Develop... of the interview process by...  
analyzing... performance from feedback obtained...  
during the interview.

5. Develop... and editing skills and assess...  
operation and oral presentation of...

6. Develop... and editing skills...  
and apply the task of minute-taking.

Instructional methods will vary according to student needs.

ASSIGNMENTS AND PERCENTAGE GRADING

- Objective one: Resume and cover letter . . . . . 10%
- Objective two: Staged, videotaped interview . . . . . 15%
- Objective three: Interview analysis . . . . . 15%
- Objective four: Two short reports . . . . . 20%
- Objective five: Oral presentation(s) . . . . . 15%
- Objective six: Minute taking assignments . . . . . 15%
- Classroom activities . . . . . 15%

DUE DATES

Due dates for assignments, interviews, and presentations will be announced during the semester.

TIME FRAME

Advanced Communication Skills for Office Administration (ENC 114-3) involves two periods per week for sixteen weeks.