

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: WRITING FOR OFFICE ADMINISTRATION

Code No.: ENG 213-3

Program: OFFICE ADMINISTRATION

Semester: THIRD

Date: JUNE 1989

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: X Revision:

APPROVED:
Chairperson

N. Koch

June 14/89
Date

COURSE DESCRIPTION

This course enables Executive and Legal Office Administration students to develop and refine communication strategies and skills appropriate to their area. Emphasized are (a) using critical judgement in responding to communication situations (b) planning, organizing, drafting, and revising both general and professional documents (c) reading and summarizing sources accurately (d) acquiring and using professional vocabulary (e) editing and proofreading documents.

CREDITS
3

DURATION
16 weeks

HOURS/WEEK
3

PREREQUISITES
ENG 132-3
ENG 138-3

TEXTBOOKS

Stewart, and others. College English Communication. Part two - Third Canadian Edition.

Webster's New World Dictionary. Third College Edition. General Publishing Company.

The New Roget's Thesaurus in Dictionary Form. Revised. Lewis.

Reynolds. Letters Plus: Communicating on the Job. (Purchase at teacher's request.)

SUMMARY OF OBJECTIVES

1. Critical thinking Area related. Analyze situations requiring professional judgement; compare alternatives; select and justify a solution.
2. Writing (a) General: Plan, organize, write, and edit paragraphs and short papers. (b) Area related: Compose, write, and edit a variety of letters and memos using inductive or deductive patterns and neutral, good news, or bad news approaches.
3. Summarizing General/Area Related. Write brief paragraph summaries of the controlling idea and the supporting points in a source document.
4. Vocabulary Area related. Compile a glossary of appropriate business or legal terms and complete assignments requiring the use of business terms.
5. Proofreading and Editing Refine proofreading and editing skills and edit draft copy.

.../con'd.

INSTRUCTIONAL METHODS

Instructional methods will vary according to the nature of the material and student needs.

ASSIGNMENTS AND WEIGHTING FACTORS

1. Critical thinking Objective one 10 per cent
(professional judgement situations: class and group exercises)
2. General writing Objective 2(a). 15 per cent
(paragraphs, short papers--may derive from professional judgement situations)
3. Area-related writing. Objective 2(b). 35 per cent
(letters and memoranda, occasional in-class tests)
4. Summarizing Objective 3 15 per cent
(area related sources, may include one in-class test)
5. Professional vocabulary . . Objective 4 15 per cent
(study glossary, exercises in business, legal usage)
6. Proofreading and editing. . Objective 5 10 per cent
(exercises, application to writing)
7. General Participation/attendance. 10 per cent
(learning activities, class exercises)

WORKLOAD

To meet course objectives, students should expect to match each scheduled class hour with at least one hour of independent study.

GRADING

Letter grades will be assigned in accordance with Language and Communication Department Guidelines. Teachers have the option of using **either** letter grades **or** numerical grades for individual assignments. Where feasible, evaluation guides for specific assignments will be furnished.

The following letter grades will be used in recording final grades.

- "A+" - Consistently outstanding
- "A" - Outstanding
- "B" - Above average
- "C" - Average
- "R" - Repeat course. The student has not completed the course objectives and the course must be repeated.

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory attendance or performance.

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[Faint, mostly illegible text from the reverse side of the page is visible through the paper. Some words like "writing", "office", and "administration" are faintly discernible.]