

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: WRITING FOR OFFICE ADMINISTRATION

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CODE NO.: ENG 213-3 SEMESTER: FALL

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PROGRAM: OFFICE ADMINISTRATION

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AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

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DATE: SEPTEMBER 1991 PREVIOUS OUTLINE DATED: JUNE 1990

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APPROVED: W Koch DEAN DATE Sept. 10/91

COURSE DESCRIPTION

areas. Emphasized are planning, drafting, revising, editing, and proofreading letters and memos, and acquiring and using professional vocabulary. Summarizing and preparing application documents also are included in ENG 213.

CREDITS  
3

DURATION  
16 weeks

HOURS/WEEK  
3

PREREQUISITES  
ENG 132-3  
ENG 138-3

TEXTBOOKS AND SUPPLIES

No text. Skill development units are provided.

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

Two write-on overhead transparencies and one water-soluble transparency pen.

SUMMARY OF OBJECTIVES1. Writing

- a) Composing, writing, revising, editing and proofreading a broad variety of letters and memos.
- b) Adopting a pattern, approach, and tone that suits the writer's purpose.
- c) Preparing and writing a short memorandum report.

2. Summarizing

- a) Identifying the controlling idea and key supporting points in a document.
- b) Summarizing the document.

3. Vocabulary Usage

- a) Using a contemporary, "plain language" approach to business writing.
- b) Building a specialized vocabulary.

4. Revising, Proofreading, and Editing

- a) Developing, revising, proofreading, and editing skills.
- b) Applying these skills in all written assignments.



5. Resume and Cover Letter

Completing a resume and cover letter, as required.

INSTRUCTIONAL METHODS

Classroom periods (2 per week) will be used for skill development. A variety of instructional methods will be used to meet student needs. Vax periods (1 per week) will be used for completion of formal assignments utilizing skills developed in class.

ASSIGNMENTS AND GRADING

- 1. Letters and memos . . . . . 50%
- 2. Summaries . . . . . 10%
- 3. Memorandum report . . . . . 10%
- 4. Specialized vocabulary glossary . . . . . 5%
- 5. Resume and cover letter . . . . . 10%
- 6. Participation in skill development classes . 15%

METHOD OF ASSESSMENT (GRADING METHOD)

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

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