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

# COURSE OUTLINE

Course Tit		COMMUNICATIONS	Adams Studen		
Code No.:	ENG 210-3	3			
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Program: Semester:	FALL AND	WINTER	s:-laws completed as a second		
Date:	JUNE 1989	JUNE 1989			
Author:	LANGUAGE	& COMMUNICATION	DEPARTMENT		
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APPROVED:	77/20	N. KOCH	Quae 14/29		
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## PHILOSOPHY/GOALS (Course Description)

This course provides training in written and oral reporting skills that are typically required in a modern industrial organization. Special emphasis is given to small group communication as well as formal written and oral presentations.

CREDITS	DURATION
3	16 WEEKS
HOURS/WEEK	PRE-REQUISITES
3	ENG 120-3 OR THE EQUIVALENT

### ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have relevant employment-centred experience should consult the Co-ordinator, Language and Communications.

#### TEXTBOOKS

Van Alstyne, Judith S. <u>Professional and Technical Writing Strategies</u>. Prentice-Hall.

#### SUPPLEMENTARY TEXTS

Pickett, Nell Ann and Laster, Ann A. <u>Technical English: Writing, Reading, and Speaking.</u> Fourth Edition, Harper and Row, 1984.

(Purchase at teacher's request.)

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

# Roget's Thesaurus.

Williams, Joseph. "A Resume Guide" (available FREE OF CHARGE from Sault College Placement Office).

#### SUPPLIES

Students will be required to purchase two overhead transparencies and a non-permanent, water soluble, black or blue overhead pen (available in the Campus Shop).

#### SUMMARY OF OBJECTIVES

- Students will develop clear, accurate, well-organized writing 1. skills in several of the following areas:
  - a) giving technical instructions
  - b) giving technical descriptions of a mechanism and/or process
  - c) problem solving through cause/effect analysis
  - d) communicating in the various formats of short industrial reports.
- 2. Students will demonstrate skills in comprehension by summarizing technical articles in a manner that reflects the emphasis and tone.
- Students will prepare an effective job application package. This includes covering letters, resumes, and related communications.
- Students will select appropriate written formats (e.g. business letters, memos) and will be able to use tone, diction and technical jargon suited to the needs of their audience.
- 5. Students will develop their skills in locating, gathering and applying information in preparing written and oral reports.
- Students will write two brief, formal technical reports.
- Students will give well organized, formal, oral technical reports using visual aids where appropriate.

#### INSTRUCTIONAL METHODS

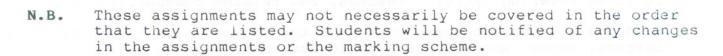
A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs.

### ASSIGNMENTS AND MARKING SCHEME

Students will write three of the following using memos, business letters and different formats of short reports:

- a) technical instructions
- b) description of a process (installing equipment or carrying out an operation)
- c) technical description
- a) inspection of equipment or site
- e) investigation of a problem (e.g. lab report)

<ul> <li>f) progress evaluation</li> <li>g) field trip evaluation</li> <li>h) description of an occurrence (e.g. accident report)</li> <li>i) summary</li> </ul>	Constitution of the second
j) classification 30%	A consumerant
Job Application Package 10%	
Oral Presentations - may include interviews 20%	Co Con
Formal Reports 30%	Charles Strong
Classroom Activities * Regular attendance at class is mandatory	
TOTAL 100%	



## METHOD OF ASSESSMENT

Letter grades for assignments will be in accordance with the Language and Communications Department Guidelines.

For **FINAL** grades, the following letters will be recorded:

- A+ consistently outstanding
- A outstanding achievement
- B consistently above average
- C satisfactory/acceptable
- R repeat (The student has not achieved the required objectives and must repeat the course).