

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TECHNICAL COMMUNICATIONS

Code No.: ENG 210-3

Program: VARIOUS TECHNOLOGY

Semester: FALL AND WINTER

Date: JANUARY 1990

Author: LANGUAGE & COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED: \_\_\_\_\_

Dean

*N. Koch*

N. KOCH

Date

*Jan. 2, 1990*

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.

<u>CREDITS</u>	<u>DURATION</u>
3	16 WEEKS
<u>HOURS/WEEK</u>	<u>PRE-REQUISITES</u>
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

Blicq, Ron S. Technically-Write! Prentice-Hall.

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

1. Students will develop clear, accurate, well-organized writing 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.
3. Students will prepare an effective job application package. This includes covering letters, resumes, and related communications.
4. 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.
6. Students will write two brief, formal technical reports.
7. 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
- d) inspection of equipment or site
- e) investigation of a problem (e.g. lab report)

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

**N.B.** These assignments may not necessarily be covered in the order that they are listed. Students will be notified of any changes in the assignments or the marking scheme.

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).