

This course provides the student with the skills that are typically required in a modern industrial organization.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

DURATION

CREDITS

18 WEEKS

PRE-REQUISITES

HOURS\WEEK

COURSE OUTLINE

ENG 110-1 OR THE EQUIVALENT

Course Title: TECHNICAL COMMUNICATIONS

Code No.: ENG 210-3

Program: VARIOUS TECHNOLOGY

Semester: WINTER

Date: JANUARY 1991

Author: LANGUAGE & COMMUNICATION DEPARTMENT

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

APPROVED: *[Signature]* N. KOCH  
Dean

90 12 07  
Date

PHILOSOPHY/GOALS (Course Description)

This course provides training in written and oral reporting skills that are typically required in a modern industrial organization.

CREDITS

3

DURATION

16 WEEKS

HOURS/WEEK

3

PRE-REQUISITES

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 Communication Department.

TEXTBOOKS

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

GAGE Canadian Dictionary. GAGE Educational Publishing Company.

Roget's Thesaurus.

SUPPLIES

Students may be required to obtain "A Resume Guide" (available FREE OF CHARGE from Sault College Co-op/Placement Office).

Students may 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.
3. Students will prepare an effective job application package. This may include 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 reports.
6. Students will write brief, formal technical reports.
7. Students will present well-organized technical reports using visual aids where appropriate.

INSTRUCTIONAL METHODS

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

I ASSIGNMENTS

- A. Students will write a minimum of three of the following using writing formats such as:
  - a) Memos
  - b) Forms
  - c) Letters
  - d) Short reports
- B. These assignments will include developmental styles such as:
  - a) Comparison/contrast
  - b) Cause/effect
  - c) Classification
  - d) Definition
  - e) Description
  - f) Process analysis

II Marking Scheme

- 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/abstract **40%**

Employment Package - may include interviews **10%**

Presentations **10%**

Formal Reports **30%**

Classroom Activities

\* Regular attendance at class is mandatory **10%**

**TOTAL 100%**

**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).

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

LANGUAGE AND COMMUNICATION

GUIDELINES

1991

The following guidelines have been compiled to help students successfully complete courses offered by the Language and Communication Department.

Textbooks

Students are responsible for purchasing the required texts as soon as possible in the first weeks of the semester.

Submissions

\* All final submissions are due at the beginning of a class period during the assigned week unless otherwise specified by the professor. The final submission format is found at the end of the guidelines.

\* To protect students, assignments must be delivered by the student/author to the professor.

\* Where the course includes a major report, a successful report must be submitted for the student to complete the course.

\* Failure to submit two of the total number of major assignments will result in failure of the course.

\* Late submissions will be accepted up to one week after the due date. However, the penalty will be the loss of one letter grade. A marginal paper will be reduced to a "U" (Unsatisfactory) grade. The late submission may receive only a letter grade with no evaluative comments.

\* Assignments more than one week overdue may not be accepted; however, should a student furnish proof of illness or other hardship, the professor may waive the late penalty.

\* Students must adhere to dates set for the oral presentations unless prior arrangements have been approved by the professor. Oral presentations which are merely read will be eligible for a grade not higher than a "C".

\* The student has the responsibility to be aware of test and assignment due dates. Students who miss in-class assignments must contact the professor who will decide whether or not the assignment may be made up.

### Grading of submissions

The following letter grades will be assigned to major submissions:

- A+ Excellent
- A Outstanding
- B Above average
- C Satisfactory
- U Unsatisfactory

X Limited to extenuating circumstances, this temporary grade gives the student additional time to complete course requirements.

\* The professor may allow up to two unsatisfactory assignments to be revised and resubmitted. A successful revision will be upgraded to a "C". It is important to note that students who consistently submit unsatisfactory assignments and rely upon coached revision to obtain a "C" grade may be regarded as not having satisfactorily completed the course.

\* The student is responsible for retaining a file of all drafts and returned assignments.

\* The final submission of a major report is not eligible for revision.

\* The distribution of marks throughout the term is indicated on the course outline.

### Classroom activities and attendance

\* A portion of the final grade (as indicated on the course outline) will be based on participation and classroom activities.

\* Formal tests and assignments will be announced at least one week in advance; however, professors reserve the right to give unannounced quizzes and in-class assignments.

\* Attendance plays an important role in the final grade and will be noted.

\* Students are responsible for work assigned during unexcused absences. Additional help may be given if the student provides a reasonable explanation for the absence.

\* Students should be aware that the expectations for their conduct in class are outlined in the "Statement of Student Rights and Responsibilities."

Plagiarism

\* Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

\* Students who engage in "academic dishonesty" will receive an automatic failure for that submission and /or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

\* In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ the APA Documentation Format for referencing source material. An outline of this style is available from the professor.

**FORMAT OF FINAL SUBMISSIONS**

\* All final submissions are to be typed or legibly lettered in ink and double-spaced unless the professor specifies otherwise. Paragraphs must be indented, and each page except the first, must be numbered in the upper right-hand corner. Assignments must be stapled in the upper left-hand corner.

**Materials**

Paper: 21.5 cm by 28 cm (8 1/2 inches by 11 inches)  
Standard white unlined paper

Margins: left and top: 3 cm (1 1/2 inches)  
with duotang: 4.5 cm (2 inches) left  
o n l y  
right and bottom: 2.5 cm (1 inch)

\* All submissions must have a title page bearing the following information:

- a) title of assignment
- b) title of course
- c) name of teacher
- d) name of student author and class section
- e) date of submission
- f) due date

Title pages should be arranged in this format:

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TITLE OF THE ASSIGNMENT

prepared for  
T. Professor  
Language and Communication  
English 210

prepared by  
W. Student  
Forestry 2A  
English 210

Due Date: March 20, 1990

Date Submitted: March 19, 1990



Approved: Nadean Koch Date: 90 12 04

Nadean Koch, Dean  
School of The Arts and General Education

Approved: Karen Robb Date: 1990 12 03

Karen Robb, Coordinator  
Language and Communication Department

