

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORT WRITING FOR LAW AND SECURITY/
CORRECTIONAL WORKERS

CODE NO.: ENG 207-3 SEMESTER: SECOND

PROGRAM: LAW AND SECURITY, CORRECTIONAL WORKERS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: WINTER 1991 PREVIOUS OUTLINE DATED: WINTER 1990

APPROVED: [Signature] DATE: 91 01 07
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**REPORT WRITING FOR LAW AND SECURITY/
CORRECTIONAL WORKER** **ENG 207-3**

COURSE NAME

CODE NO.

- 8) Students will demonstrate accurate spelling, legible handwriting, and correct grammar and punctuation.

III. TOPICS TO BE COVERED:

1. Communicating to Get a Job
2. Synopsis Reports From Text
3. Communicating Through Reports and Memos
4. Communicating Orally
5. Cooperative Workshop Project
6. Program-related Communication

IV. LEARNING ACTIVITIES:

A variety of instructional methods including classroom presentations, role-playing, group activities, discussions, and directed readings will be used to respond to students' needs.

Evaluation will normally be done by the instructor, but for some assignments peer evaluation will be required.

V. REQUIRED STUDENT RESOURCES:

TEXTBOOKS

1. "A Resume Guide" available from the Placement Office room E1301
2. Gage Canadian Dictionary - Gage Educational Publishing Company
3. The Complete Guide to Police Writing by Karen Jacob
4. Students will be required to purchase two overhead transparencies and a black or blue non-permanent (water soluble) transparency pen.
5. Supplemental material will be provided by the instructor.

