

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TECHNICAL COMMUNICATION

Code No.: ENG 210-3

Program: CIVIL AND ARCHITECTURAL

Semester: FALL

Date: JUNE 1983

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New: _____ Revision: X

APPROVED:

M. Melesky
Chairperson

Date

TECHNICAL COMMUNICATION
Course Name

ENG 210-3
Course Number

PHILOSOPHY/GOALS:

This course aims at providing employment-centered training in those written and oral reporting skills typical of a modern industrial organization. Emphasis is given to small group communication, and to written and oral presentations.

METHOD OF ASSESSMENT:

Assignments will be assessed "A" (excellent)
"B" (good)
"C" (satisfactory)
Unsatisfactory

Assessment will be based on the quality of completed assignments and on class participation and attendance. Since you will be learning new skills that cannot be acquired solely from reading the text, and that are required for satisfactory completion of course work, regular attendance is strongly advised.

OBJECTIVES:

1. In written communication, (*) competency will be demonstrated in the following areas:

- a) writing instructions
- b) explaining a procedure
- c) describing a mechanism
- d) defining a term
- e) classifying information
- f) analyzing through cause/effect
- g) analyzing through comparison/contrast
- h) summarizing a short prose selection
- i) producing a job application package
- j) producing a report

* Competency will be determined on the basis of the following criteria:

- writing style and level of language appropriate for an identified reader and for the given situation.
- topic chosen suitable for the writing style and language level appropriate for an intended reader and for the given situation.
- topic chosen suitable for the given assignment (applicable only when the topic is selected by the student).

- topic divided and organized to promote clear, concise, unified multi-paragraph development
 - exposition developed in clear, structurally and grammatically sound sentences
 - words chosen well, used accurately, and spelled correctly
 - source data accurate and correctly utilized
 - visuals employed judiciously as useful aids to exposition
 - visuals well-composed and accurately labelled
2. In oral communication, competency will be demonstrated by delivery of a short presentation on an approved topic chosen by the student.

Competency will be determined on the basis of the following criteria:

- topic appropriately introduced
- data organized for effective presentation
- presentation clearly audible
- data sufficient and relevant to topic
- visuals well-produced and used judiciously as an aid to exposition

TOPICS AND MAJOR ASSIGNMENTS

<u>WEEK</u>	<u>MAJOR ASSIGNMENT</u>
1	Introduction to Course Review of Fundamentals
2	Review Communication Theory
3	Summarizing (review)
4	Giving Instructions
5	Explaining and Procedure
6	Oral Reporting Mechanism Description
7	Definition
8	Classification
9	Analyzing through Cause/Effect

TOPICS AND MAJOR ASSIGNMENTS

<u>WEEK</u>	<u>MAJOR ASSIGNMENT</u>
10	Reporting
11	Analyzing through Comparison Contrast
12	Letter of Application & Resume
13-17	Oral Presentations Written Report due

<u>ASSIGNMENTS</u>	<u>PERCENTAGE OF TOTAL</u>
Summary	5
Instructions	5
Process Explanation	10
Mechanism Description	10
Definition	5
Classification	5
Cause/Effect Analysis	10
Comparison-Contrast Analysis	5
Application Package	10
Oral Report	10
Written Report	20
Attendance/Participation	5
TOTAL	<u>100%</u>