

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

COURSE OUTLINE

Course Title: ENGLISH 215 - 225 Reporting in the Helping Services 2/95
Code No.: ENG 225.
Program: Language & Communications
Semester: Fall
Date: September 1984
Author: Marva Moilala

New: ✓ Revision: _____

APPROVED: M Koch Sept 21 '84
Chairperson Date

CALENDAR DESCRIPTION

English 215 - 225

Course Name

Course Number

PHILOSOPHY/GOALS:

This course focuses upon the development of

- 1) written and oral communication skills for students entering social science and business professions
- 2) clarity and conciseness in writing letters, memos, resumes and reports
- 3) skills in areas such as oral presentations, interpersonal and organizational communication
- 4) awareness of formal and informal communication networks within and between agencies and business offices.

METHOD OF ASSESSMENT (GRADING METHOD):

Tests, written and oral assignments will constitute 90 percent of the final grade.

The remaining 10 percent will be determined by subjective factors such as improvement, class participation, and attendance.

The following grade symbols will be used in recording final grades:

- A - consistently outstanding achievement
- B - consistently above average achievement
- C - satisfactory or acceptable achievement
- U - revise (*unsatisfactory*)

R - repeat (the student has not satisfactorily achieved the objectives of the course and the course must be repeated).

TEXTBOOK(S):

No text is required. Listening, notetaking, writing, and oral presentations will be stressed.

ATTENDANCE:

The student is responsible for attending classes regularly. Part of the class time will be used in class discussion and group work sessions. Thus, absences will affect the student's learning and participation. Make-up work will be given only in cases of illness and emergencies. Written work submitted late will be downgraded. Assignments not completed will be graded zero.

OBJECTIVES:

Upon successful completion of this course, the student will be able to:

- 1) demonstrate understanding of communication of theory and concepts applicable to organizations by writing memos, letters, and reports
- 2) understand the importance of tone, audience, clarity, conciseness, and the appropriate use of professional jargon in business or agency communications
- 3) improve thinking and creative processes necessary to decision making and problem solving
- 4) prepare a covering letter for a resume and demonstrate interview techniques
- 5) present a written summary of a supplemental reading from magazine articles or books in the Sault College library
- 6) present an oral report

TIME FRAME

This course involves three hours of class time per week for fifteen weeks.

INSTRUCTIONAL METHOD

A variety of instructional methods including classroom presentations, small group discussions, student presentations and library readings are used to respond to student needs.

during the semester. Students will be notified of any changes in the assignments or marking scheme.

1. Class tests on business and agency communications theory and concepts	15%
2. Vocabulary/professional jargon. All students will participate in oral presentations of vocabulary words and will be tested on these words.	10%
3. Memos	5%
4. Letters	25%
5. Conference Report	15%
a) letter of request	
b) oral presentation of conference highlights	
c) brief written summary of highlights	
6. Employment package	10%
a) personal resume	
b) cover letter/letter of application	
c) interview techniques	
7. Informal report	10%
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	90%
Class participation	10%
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	100%