

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 1985 AND WINTER 1986
Date: JUNE 1985
Author: LANGUAGE & COMMUNICATIONS DEPARTMENT

New: _____ Revision: _____ X

APPROVED: *N Koch*
Chairperson

June 28/85
Date

f) progress evaluation	
g) field trip evaluation	
h) description of an occurrence (e.g. accident report)	
i) summary	30%
Job Application Package	15%
Oral Presentations	15%
Formal Report	30%
Classroom Activities	<u>10%</u>
	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 - outstanding achievement
- B - consistently above average
- C - satisfactory/acceptable
- R - repeat (the student has not achieved the objectives of the course and **must repeat** the course).

/sdd

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 and résumés.
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 the preparation of both written and oral reports.
6. Students will write a brief, formal technical report.
7. Students will give well-organized, oral technical presentations, 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)

PHILOSOPHY/GOALS (Course Description)

This course is designed for students preparing themselves for employment in technical areas where skills of clarity, conciseness and accuracy are necessary in both written and oral communications. Emphasis is also placed on developing student skills in locating, gathering and organizing information.

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 Communications and Social Science (E470).

TEXTBOOK

Blicq, Ron. S. Technically-Write! Canadian Second Edition, Prentice-Hall, 1983.

SUPPLEMENTARY TEXTS

Piper, H.D. and Davie, F.E. Guide to Technical Reports. Holt, Rinehart and Winston, 1958.

Williams, Joseph. "A Résumé 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).