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 AND WINTER

Date: JUNE 1987

Author: LANGUAGE & COMMUNICATION DEPARTMENT

New: _____   Revision: __X___

APPROVED: _____N. Koch_____ N. KOCH   ___June 23, 1987___
          Chairperson   Date

PHILOSOPHY/GOALS (Course Description)

This course is designed for students preparing themselves for employ-
ment in technical areas where skills of clarity, conciseness and
accuracy are necessary in both written and oral communications.
Emphasis is placed on developing student skills in generating and
organizing primary data for report writing.

CREDITS	DURATION
3	15 WEEKS
HOURS/WEEK	PRE-REQUISITES
3	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 (E472).

TEXTBOOK

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

SUPPLEMENTARY TEXTS

Pickett, Nell Ann and Laster, Ann A. TECHNICAL ENGLISH: Writing,
Reading, and Speaking. Fourth Edition, Harper and Row, 1984.

Williams, Joseph. "A Resume 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).

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, 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 written and oral reports.

6. Students will write two brief, formal technical reports.

7. Students will give well organized, formal, oral technical reports 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)

f) progress evaluation
g) field trip evaluation
h) description of an occurrence (e.g. accident report)
i) summary
j) classification

	30%
Job Application Package	10%
Oral Presentations - may include interviews	20%
Formal Reports	30%
Classroom Activities	**10%**

* Regular attendance at class is manditory

	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 objectives of
the course and **must repeat** the course).