

PHILOSOPHY\GOALS (Course Description)

This course provides employment-related training in those written and oral reporting.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

CREDITS

DURATION  
ONE SEMESTER

HOURS\WEEK

PREREQUISITES  
ENG 120-3 OR THE  
EQUIVALENT

COURSE OUTLINE

ADVANCED CREDIT

COURSE TITLE: REPORTING IN BUSINESS

CODE NO.: ENG 215-3 SEMESTER: FALL

PROGRAM: BUSINESS PROGRAMS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JUNE 1991 PREVIOUS OUTLINE DATED: JANUARY 1991

APPROVED: *M. G. M.*  
DEAN

DATE June 12/91

SUMMARY OF OBJECTIVES

1. Students, in their written assignments, will produce clear, accurate well-organized text.
2. Students will demonstrate comprehension of material by producing accurate summaries that also reflect the emphasis and tone of the original documents.
3. Students will prepare an effective job-application package which may include the letter of application, the resume, and other related communications.



PHILOSOPHY/GOALS (Course Description)

This course provides employment-related training in those written and oral reporting skills typical of a modern business organization.

CREDITS  
3

NO ,SIRAN .STP TJUA

DURATION  
ONE SEMESTER

HOURS/WEEK  
3

PREREQUISITES  
ENG 120-3 OR THE  
EQUIVALENT

COURSE OUTLINE

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have related employment-centred experience should bring relevant documents to the Coordinator, Language and Communication Department.

TEXTBOOKS

1. Effective Business Writing. Jennifer MacLennan.
2. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
3. Roget's Thesaurus.

SUPPLEMENTARY TEXT

A Resume Guide is available FREE from Sault College Co-op/Placement Office.

In addition, students may be expected to obtain an overhead transparency and a non-permanent (water soluble) transparency marking pen.

SUMMARY OF OBJECTIVES

1. Students, in their written assignments, will produce clear, accurate well-organized text.
2. Students will demonstrate comprehension of material by producing accurate summaries that also reflect the emphasis and tone of the original documents.
3. Students will prepare an effective job-application package which may include the letter of application, the resume, and other related communications.



4. Students will demonstrate the ability to adapt the format, tone and diction of a communication to the needs of a specific audience in a given situation.
5. Students will develop skills in locating, gathering and applying information in preparing written and oral reports.
6. Students will write a formal business report which may be based on both primary and secondary data.
7. Students will give well-organized, coherent, effective oral business presentations, using visual aids where appropriate.

### INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, videotapings, small group discussions and directed readings may be used to respond to students' needs.

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

### ASSIGNMENTS AND MARKING SCHEME

Students will write a minimum of five assignments requiring formats commonly used for business correspondence.

- 1) routine and good news writing
- 2) refusals and bad news writing
- 3) persuasive writing
- 4) informal report writing

Percentage of grade for above assignments	40%
Job Application package	10%
Oral Presentation(s)	10%
Formal report	30%
Classroom activities	10%
<hr/>	
<b>TOTAL</b>	<b>100%</b>

**NOTE:** In all cases, the teacher will determine the order in which assignments are to be covered. Students will be notified if changes in the assignment loading or marking scheme are required.



**METHOD OF ASSESSMENT**

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

ASSIGNMENTS AND MARKING SCHEME

Students will write a minimum of five assignments requiring formats commonly used for business correspondence.

- 1) routine and good news writing
- 2) refusals and bad news writing
- 3) persuasive writing
- 4) informal report writing

40%	Percentage of grade for above assignments
10%	Job Application package
10%	Oral presentation(s)
30%	Formal report
10%	Classroom activities

100%

TOTAL

NOTE: In all cases, the teacher will determine the order in which assignments are to be covered. Students will be notified if changes in the assignment loading or marking scheme are required.