

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATION

CODE NO.: ENG 149-3 SEMESTER: FALL

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1994 PREVIOUS OUTLINE DATED: SEPTEMBER 1993

APPROVED: N. Koch NADEAN KOCH, DEAN, SCHOOL OF DATE 1994 06 02  
ARTS AND GENERAL EDUCATION



**PHILOSOPHY/GOALS**

This course helps students develop reading, writing, listening and speaking skills required for various apprenticeship and certificate programs. Periodicals and other sources are used to develop practical assignments while helping the students explore their future role within that field.

**TEXTBOOK**

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus, Bejo Sales.

**COURSE OBJECTIVES**

Upon completion of the course, students will be able to do the following:

1. write a resume and covering letter
2. produce grammatically correct, coherently written short reports
3. present ideas orally with efficiency and coherence
4. create a set of technical instructions
5. present a brief oral technical report, using visual aids
6. produce assignments with the use of a computer
7. demonstrate listening skills needed in a work environment
8. read at a level which will enable the student to understand texts, periodicals and other written materials related to apprenticeship training.

**INSTRUCTIONAL METHODS**

A variety of methods including classroom presentations, computer-assisted writing, group discussions and directed readings will be used to respond to the student's needs.



ASSIGNMENTS AND MARKING SCHEME

|  |             |
|--|-------------|
| 1. Assignments related to a review of communication skills | 15%         |
| 2. Resume, covering letter and job interview practice      | 20%         |
| 3. Brief technical reports                                 | 20%         |
| 4. Written and oral presentation of technical instructions | 10%         |
| 5. Business letter reports and requests                    | 20%         |
| 6. Oral presentation of technical report                   | 10%         |
| 7. Assignments demonstrating word processing skills        | 5%          |
| Total  | <u>100%</u> |

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

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 |                 |



TIME

Three periods per week for one entire semester.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.



COURSE OUTLINE HISTORY

Course Title: LANGUAGE AND COMMUNICATION

Code No.: ENG 149-3 (ENG 105)

Program: VARIOUS

Original Date of Course Outline: UNKNOWN

Original Author(s): UNKNOWN

| Author of Each Revision:   | Each Date of Revision: |
|----------------------------|------------------------|
| CARMEN NIESSEN             | JUNE 1988              |
| MIKE SEYMOUR/JIM FOSTER    | MARCH 1989             |
| No Revision (update cover) | JUNE 1990              |
| Jane Power                 | June 1991              |
| KAREN ROBB                 | FEBRUARY 1992          |
| JANE POWER                 | MAY 1992               |
| Carmen Niessen             | June 1993              |
| Karen Robb                 | May 1994               |

The preceding outline belongs to Laura Bourgeois  
Please DO NOT deliver, I will pick up.

