

Nadean

GENERAL COURSE OUTLINE

TITLE OF COURSE: Reporting in the Helping Professions

COURSE NO.: ENG225

DATE: February 1983

INSTRUCTOR: Fran Aspinall

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Texts:

Robert E. Swindle, The Business Communicator, Prentice-Hall, Inc.  
1980

Collins, Webster's New World Dictionary

Description:

The course focuses upon the development of written and oral communication skills for students entering social service professions. Clarity and conciseness are emphasized in writing letters, memos, short reports and resumes. Oral presentations include a brief conference report, progress reports and a group proposal.

The course also aims at increasing the student's awareness of formal and informal communication networks within and between agencies.

Prerequisites:

To be admitted into English 225, the student must have successfully completed English 120 or its equivalent.

Grading:

Tests, written and oral assignments will constitute 90% of the final grade. The remaining 10% 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 - outstanding achievement
- B - consistently above average achievement
- C - satisfactory or acceptable achievement
- R - repeat (the student has not satisfactorily achieved the objectives of the course, and the course must be repeated)



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.

Summary of Objectives:

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

- 1) understand the importance of tone, audience, clarity, conciseness and the appropriate use of professional jargon.
- 2) prepare a personal resume and covering letter.
- 3) write office memos, progress reports and interagency letters.
- 4) prepare and deliver a group proposal for the funding of a new project.
- 5) prepare a public information pamphlet to promote a new program in the community.
- 6) present a case summary or progress report orally.
- 7) present a conference report orally and summarize it in writing.
- 8) research materials from periodicals, microfiche and other resources in the library collection.

Assignments:

In most cases, students will be expected to submit typed assignments.

The assignments below may not necessarily be presented in this order during the semester. Students will be notified of any changes in the assignments or the marking scheme.

- 1) Employment Package
    - a) rough copy of personal resume
    - b) typed copy of personal resume
    - c) covering letter/letter of application
- 15%



Assignments (cont'd):

- 2) Conference Report
  - a) letter of request
  - b) brief oral presentation of conference highlights (based on library research of periodicals)
  - c) informative written summary of highlights (200-250 words)
- 20%
- 5% 3) Office Memos
- 10% 4) Progress/Observation/Accident Report  
One of the above will be selected in conjunction with the major subject area.
- 5% 5) Interagency Letters
- 15% 6) Group Proposal
  - a) written proposal and budget for the start-up of a new program or summer project
  - b) distribution of typed proposal and fielding of questions from class. (group oral presentation)
- 10% 7) Promotional Material
  - a) production of a pamphlet or flyer to announce a new program or service.
- 10% 8) Term tests based on readings from the text.
- 10% 9) Participation grade.

Assignments (cont'd):

207	2) Conference Report a) letter of request b) brief oral presentation of conference highlights (based on library research of periodicals) c) informative written summary of highlights (200-250 words)
52	3) Office Memos
102	4) Progress/Observation/Accident Report One of the above will be selected in conjunction with the major subject area.
52	5) Interagency Letters
122	6) Group Proposal a) written proposal and budget for the start-up of a new program or summer project b) distribution of typed proposal and leading of questions from class. (group oral presentation)
102	7) Promotional Material a) production of a pamphlet or flyer to announce a new program or service.
102	8) Term tests based on readings from the text.
102	9) Participation grade.