

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TECHNICAL COMMUNICATIONS
Code No.: ENG 210-3
Program: LANGUAGE & COMMUNICATIONS
Semester: WINTER
Date: JANUARY 5, 1984
Author: RICHARD PAGE

New: X Revision:

APPROVED:

Richard Page
Chairperson

Jan 9/84
Date

TECHNICAL COMMUNICATIONS

Course Name

ENG 210-3

Course Number

OBJECTIVES:

Upon completion of this course students should have achieved competency in the following areas:

1. Clear, accurate expression in areas of writing
 - a) instructions
 - b) processes
 - c) analyses
 - d) descriptions of mechanisms
 - e) classified information
 - f) summaries
2. Creating an effective job application package
3. Letter and memoranda writing (according to standard business form)
4. Oral skills in the area of informal presentation

METHOD OF ASSESSMENT:

- A = Outstanding Achievement
- B = Good Achievement
- C = Satisfactory Achievement
- D* = Poor Achievement
- R = Unsatisfactory - Repeat

* D applies to Manpower Intake classes only.

TEXTBOOK(S):

N.A. Pickett and A.A. Laster, Technical English, 3rd Edition, Harper and Row, 1980

Joseph Williams, A Resume Guide
(Available free of charge from Sault College Placement Office, Room E134)

