

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: TRADE COMMUNICATIONS - ADVANCED

CODE NO.: ENG 226-2 SEMESTER: WINTER

PROGRAM: CHEF TRAINING - POST-SECONDARY
AND BASIC APPRENTICESHIP

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1992 PREVIOUS OUTLINE DATED: JANUARY 1991

APPROVED: _____

DEAN

DATE

1991 12 12

PHILOSOPHY/GOALS (Course Description)

The students will write business reports, letters, requests, and claims. They will learn how to introduce and thank a guest speaker. The students prepare a "creative" resume and letter of application for a job interview.

METHOD OF ASSESSMENT (Grading Method)

Students will be assessed on the basis of their written assignments, oral presentation and class participation.

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

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	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

TEXTBOOK

Technical and Business Writing, Flaherty, Stephen M., Prentice Hall.

COURSE OBJECTIVES

1. Produce a formal report related to the food services industry using texts and periodicals available in the Learning Resource Centre.
2. Prepare a resume and a Portfolio demonstrating the variety of skills the individual has experienced.
3. Write an effective letter of application to accompany the resume portfolio.

4. Write a set of professional instructions or describe a process.
5. Demonstrate the listening skills necessary in the work environment.
6. Present an oral report on a specific topic related to the service industry (5-10 minutes).
7. Evaluate and summarize two oral reports.

INSTRUCTIONAL METHODS

A variety of instructional methods including classroom presentations, small group discussions, student presentations and library readings are used to respond to student needs.

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on the following assignments and presentations.

Formal report on an aspect of the food industry	25%
Resume, portfolio and letter of application	15%
Memos and accident report	10%
Instructions and process	10%
Oral reports	15%
Business letters	5%
Evaluations and summaries	10%
Class participation	10%

TIME FRAME

Trade Communications - Advanced (ENG 226-2) involves two periods per week for one entire semester.

