

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: TRADE COMMUNICATIONS - ADVANCED

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CODE NO.: ENG 226-2 SEMESTER: WINTER

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PROGRAM: CHEF TRAINING - POST-SECONDARY  
AND BASIC APPRENTICESHIP

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AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

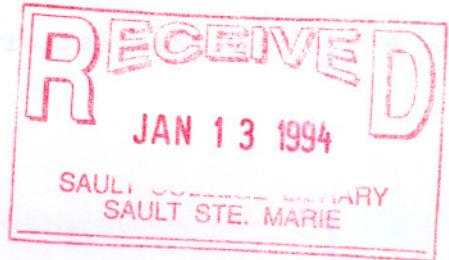
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DATE: JANUARY 1994 PREVIOUS OUTLINE DATED: JANUARY 1993

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APPROVED: *Nadeam Koch* NADEAM KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

DATE: 1993 12 21



PHILOSOPHY/GOALS (Course Description)

This course is designed to help students improve written and oral communication skills, particularly as they relate to the food industry. Students also prepare a resume and a letter of application.

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

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

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 letter of application.
3. Write business letters, memos, and an accident report.



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 students' needs.

### MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on the following assignments and presentations.

|   |     |
|---|-----|
| Formal report on an aspect of the food industry | 20% |
| Resume and letter of application                | 15% |
| Memos and accident report                       | 15% |
| Instructions and process                        | 10% |
| Oral reports                                    | 10% |
| Business letters                                | 10% |
| Evaluations and summaries                       | 10% |
| Class participation                             | 10% |

### 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.

TIME FRAME

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

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.