SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN BUSINESSES/INSTITUTIONS

CODE NO.:   ENG 215-3   SEMESTER: WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1996   PREVIOUS OUTLINE DATED: SEPTEMBER 1995

APPROVED: _____ _____
          JUDITH MORRIS, DEAN, SCHOOL OF   DATE
          ARTS AND GENERAL EDUCATION

PHILOSOPHY/GOALS (Course Description)

This course provides employment-related training in those written and oral reporting skills typical of a modern business or institution.

CREDITS
3

DURATION
ONE SEMESTER

HOURS/WEEK
3

PREREQUISITES
ENG 120-3 OR THE
EQUIVALENT

TEXTBOOKS

1. Essentials of Business Communication. Nelson Canada.
2. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
3. Roget's Thesaurus. Bejo Sales.

SUMMARY OF OBJECTIVES

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

1. Recognize and skillfully use the elements of communication theory (verbal and non-verbal) to make responses appropriate for specific audiences and purposes

2. Produce clear, concise, accurate, well-organized letters, memos and reports using suitable business style, tone and formats (employing the computer if required)

3. Demonstrate comprehension of material by producing accurate summaries

4. Demonstrate teamwork in pair or group activities

5. Gather and apply information from various media sources using an assigned documentation format

6. Compile and present self-generated data

7. Gather specific employment-related data from a variety of sources

8. Prepare an effective job-application package which may include the letter of application, the resume, and other related communications

9. Write a formal business report or case study which may be based on both library and non-library sources

10. Give well-organized, coherent, effective oral presentations, using visual aids where appropriate

11. Evaluate oral presentations based on defined criteria

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, wordprocessing in the computer lab, videotapings, small group discussions and directed readings, and directed activities may be used to respond to students' needs.

Evaluation will normally be done by the professor, but for some assignments peer evaluation may be required.

ASSIGNMENTS AND MARKING SCHEME

Students will write a minimum of <u>five</u> assignments requiring formats commonly used for business correspondence.

1. informal report writing

2. proposal writing

3. summary writing

4. persuasive writing

5. routine and good news writing

6. refusal and bad news writing

7. memo writing

Percentage of grade for above assignments	45%
Communication skills	10%
Job Application package	10%
Oral Presentation(s)	10%
Formal report/formal case analysis	25%
TOTAL	100%

Marking schemes 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	

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.