

PHILOSOPHY/GOALS (Course Description)

This course provides training in written and oral reporting skills that are typically required in a modern industrial organization. Special emphasis is given to small group communication as well as formal written and oral presentations.

<u>CREDITS</u>	<u>DURATION</u>
3	ONE SEMESTER
<u>HOURS/WEEK</u>	<u>PRE-REQUISITES</u>
3	ENG 120-3 OR THE EQUIVALENT

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have related employment-centred experience should bring relevant documents to the Coordinator, Language and Communication Department.

TEXTBOOKS

The instructor will inform the class to obtain either

Van Alstyne, Judith S. Professional and Technical Writing Strategies. Prentice-Hall.

or

Blicq, Ron S. Technically-Write! Prentice-Hall.

SUPPLEMENTARY TEXTS

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

SUPPLIES

Students may be required to obtain "A Resume Guide" (available FREE OF CHARGE from Sault College Co-op/Placement Office).

Students may be required to purchase two overhead transparencies and a non-permanent, water soluble, black or blue overhead pen (available in the Campus Shop).

SUMMARY OF OBJECTIVES**Skill Development**

Students will develop skills necessary to perform competently in the following areas, as appropriate for their program:

1. Writing technical definition
2. Writing instructions
3. Describing a mechanism
4. Analyzing a process
5. Solving a problem
6. Writing application documents
7. Selecting appropriate formats for short reports
8. Using tone, diction, and technical language suited to the needs of specific audiences
9. Locating, gathering, summarizing, applying, and documenting information (including graphics)
10. Presenting orally

Assignments

Students will demonstrate skill development by completing the following assignments.

1. A minimum of **four** short technical writing assignments each utilizing a single technique (definition, instructions, mechanism description, etc.).
2. A minimum of **two** short informal reports, in letter or memo format, utilizing skills and writing techniques listed under "Skill Development."
3. **Either** a formal report requiring both primary and secondary research components **or** a shorter paper requiring secondary research and documentation and a formal report based on primary research.
4. An employment package (which could include videotaped interviews).
5. An oral presentation.

GRADING

Technical Assignments	40%
Job Application Package (may include interviews)	10%
Oral Presentations	10%

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Formal Report(s)	30%
Classroom Activities	<u>10%</u>
* Regular attendance at class is mandatory	
TOTAL	100%

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs.

METHOD OF ASSESSMENT

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.