

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

C O U R S E O U T L I N E

Course Title: LANGUAGE AND COMMUNICATIONS
Code No.: ENG 105-3
Program: HEAVY EQUIPMENT DIESEL
Semester: FIRST
Date: SEPTEMBER 1984
Author: FRANCES ASPINALL

New: _____ Revision: X

APPROVED: *J. Koich*
Chairperson

Date: September 4, 1984

LANGUAGE and COMMUNICATIONS

Course Name

ENG 105-3

Course Number

PHILOSOPHY/GOALS (Course Description)

This course aims at preparing students with reading, writing and speaking skills required for apprenticeship training in Heavy Equipment Diesel. Special emphasis is placed upon using current technical/trade periodicals to stimulate students' interest in future independent reading. The course also involves employment search skills such as preparing for interviews and writing résumés, covering letters and applications.

METHOD OF ASSESSMENT (Grading Method)

Students will be assessed on the basis of their written assignments, oral presentations and class participation. Letter grades will be assigned in accordance with the Language and Communications Department guidelines.

The following grade symbols will be used in recording final grades:

- A - consistently outstanding achievement
- B - consistently above average achievement
- C - satisfactory or acceptable achievement
- D - unsatisfactory achievement. Student must repeat.

A detailed description is attached to the course outline.

TEXTBOOK

There will be no specific text for the course, but students will be expected to use library periodicals regularly. Students will also need a copy of "A Résumé Guide". (Available free of charge from the Counselling Office, Room E134)

COURSE OBJECTIVES

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

1. write clear, concise, accurate summaries of important ideas in trade periodicals.
2. write a concise, correct business letter.
3. write a set of technical instructions.
4. complete an accident report and write a brief shop memorandum.
5. present a brief oral technical summary using visual aids.
6. prepare for employment interviews and write a resume, covering letter and application.

COURSE OBJECTIVES Cont'd

7. read at a level which will enable the student to understand texts, periodicals and other written materials related to apprenticeship training.
8. locate and present information from technical periodicals and microfilm in the Library Resource Centre.

INSTRUCTIONAL METHODS

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

TOPICS

* Note: These topics sometimes overlap several areas of skill development and are not intended to be dealt with always in isolated learning units, or necessarily in this order.

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| 1. Summary writing | 30% |
| Six written summaries (five technical) trade articles and one general interest article. | |
| 2. Business Letter | 5% |
| a) Letter of Request | |
| 3. Technical Instructions | 10% |
| 4. Shop Communications | |
| a) Accident report | 5% |
| b) Shop memorandum | 5% |
| 5. Technical Presentation | 20% |
| A brief oral presentation explaining/demonstrating technical information using visual aids. Materials should be based on information from technical periodicals. | |
| 6. Employment Search Skills | 20% |
| a) Preparing a rough draft résumé and finished typed résumé. | |
| b) Preparing a covering letter. | |
| c) Filling out applications. | |
| d) Preparing for interviews. | |
| 7. Participation in classroom discussions and activities. | 5% |

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on the above written and oral assignments. Student

MAJOR ASSIGNMENTS AND TESTING Cont'd

participation will also be considered in determining the final grade.

TIME FRAME

Communication Skills involves three periods per week for seventeen weeks.

/sdd
August 1984