

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: LANGUAGE AND COMMUNICATION

Code No.: ENG 149-3

Program: HEAVY EQUIPMENT DIESEL

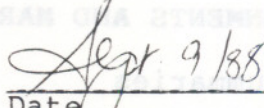
Semester: FALL

Date: AUGUST 1988

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED:  N. Koch
Chairperson


Date

PHILOSOPHY/GOALS

This course is aimed at equipping students with reading, writing and speaking skills required for apprenticeship training and for other future placement in the field of Heavy Equipment Diesel. Emphasis is placed upon the use of technical/trade periodicals to develop summary skills; periodicals and other sources are used to help students explore the role of the mechanic in the technical trades of the future.

TEXTBOOK

Texts will be assigned by the instructor and students will be expected to use library periodicals regularly.

COURSE OBJECTIVES

Upon completion of the course, students will be able to

1. write clear, concise, accurate summaries of important ideas in trade periodicals
2. produce grammatically correct, coherently written articles
3. present ideas orally with efficiency and coherence
4. create a set of technical instructions
5. present a brief oral technical report, using visual aids
6. produce articles with the use of a computer
7. demonstrate listening skills needed in a work environment
8. read at a level which will enable the student to understand texts, periodicals and other written materials related to apprenticeship training

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, computer-assisted writing, group discussions and directed readings will be used to respond to the student's needs.

ASSIGNMENTS AND MARKING SCHEME

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| 1. Summaries | 20% |
| 2. Oral presentation of technical instructions | 5% |
| 3. Written description of a mechanism | 10% |
| 4. Oral presentation of a description of a mechanism | 5% |

5. Brief technical reports	20%
6. Oral presentation of technical report	15%
7. Co-operative project	10%
8. Attendance, listening skills and classroom activities	<u>15%</u>
Total	100%

METHOD OF ASSESSMENT

Letter grades for assignments will be in accordance with Language and Communication Department Guidelines.

For final grades, the following will be recorded:

- A+ - Consistently outstanding
- A - Outstanding achievement
- B - Consistently above average
- C - Satisfactory/acceptable
- R - **Repeat** (the student has not achieved the objectives of the course and must repeat the course)

TIME

Three periods per week for fifteen weeks.

