

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATIONS

CODE NO.: ENG 105-3 SEMESTER: WINTER

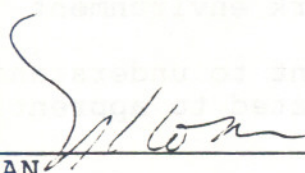
PROGRAM: MACHINE SHOP/WELDING AND FABRICATING

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1992 PREVIOUS OUTLINE DATED: JANUARY 1991

APPROVED:

DEAN



DATE

91-12-11

PHILOSOPHY/GOALS

In this course students in some Technical Trades improve reading, writing, and oral skills by giving technical demonstrations and writing reports, resumes and letter of application.

TEXTBOOK

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

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. write concise, correct business letters
3. write a set of technical instructions
4. complete an accident report and write brief shop memos
5. present a brief oral technical report, using visual aids
6. prepare for employment interviews, write a resume and covering letter
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, small group discussions and directed readings will be used to respond to the student's needs.

ASSIGNMENTS AND MARKING SCHEME

1. Job Application Package	15%
2. Technical Instructions and Description of Mechanisms	15%
3. Letter of Request <u>or</u> Letter of Adjustment	10%
4. Accident and Incident Reports	15%
5. Shop Memos	10%
6. Summaries	10%
7. Oral Presentations	15%
8. Listening Skills and Classroom Activities	<u>10%</u>
TOTAL	100%

N.B. These assignments may not necessarily be covered in the order that they are listed. Students will be notified of any changes in the marking scheme.

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.

TIME

Three periods per week for the entire semester.

