

PHILOSOPHY/GOALS

This course refines students' reading, writing, and speaking skills required for their placement in the field of Heavy Equipment, Diesel. Business communication and employment search skills are dealt with in detail. Trade periodical and other work-related resources are used to develop reading and summary writing skills.

TEXTBOOK

Guidelines for Report Writing. -Blicq, Ron. Prentice Hall.

COURSE OBJECTIVES

Upon completing the course, students will be able to

1. write clear, concise, accurate short reports, memos
2. complete an accident report and shop work orders
3. write correct, concise business letters
4. write clear, concise, accurate summaries of important ideas in trade periodicals
5. prepare for employment interviews
6. prepare a proposal recommending a shop design/purchase of equipment
7. orally present proposal.
8. understand and employ a variety of editing techniques using a word processing program.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs. One-half of scheduled classes will be in a computer lab.

ASSIGNMENT AND MARKING SCHEME

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| 1. Short report memos | 20% |
| 2. Accident report and shop work orders | 10% |
| 3. Correct business letter - of request or adjustment | 10% |
| 4. Summaries | 20% |

5. Interview practices	5%
6. Formal proposal	10%
7. Oral presentation of formal proposal	10%
8. Classroom activities and attendance	10%
Total	<u>100%</u>

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

Two periods per week for one entire semester.

