COURSE OUTLINE

Technical Communications

ENG 210-3

revised June, 1981 by B. VanNest
Technical Communication

Description

This course aims at providing employment-centred training in those written and oral reporting skills typical of a modern industrial organization. Emphasis is given to small group communication, informal written and oral presentations.

Course Number       Credits
ENG 210            3

Duration       Hours/Week
15 Weeks        3

Prerequisites

ENG 120-3 or the equivalent

Summary of Objectives

Upon completion of this course, a student should be able to:

1. Produce short, informal reports which embody customary expository techniques and which are typical of the workplace.

2. Produce a formal technical report.

3. Write letters and memoranda according to standard form.

4. Present an informal oral explanation of a suitable technical matter.
Texts


Special Requirements

Classroom to accommodate 20 - 25 students; overhead projector.

Advanced Credit

Students who have completed a relevantly similar post-secondary course or who have relevant employment-centred experience should consult the Co-ordinator, Language & Communication and Social Science (ext. 204).
Topics

1) Instructions

2) Process - Explaining a Procedure

3) Description of a Mechanism

4) Definition

5) Classification and Partition

6) Analysis through Cause - Effect

7) Analysis through Comparison/Contrast

8) The Summary

9) Letters and Memoranda: The Letter of Application and Resume

10) The Short Report

11) The Longer Report

12) Oral Communication: Saying it Clearly