SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

LANGUAGE AND COMMUNICATION

Course Title: LANGUAGE AND COMMUNICATION

Code No.: ENG. 136-2

Program: WELDING AND FABRICATING

Semester: FALL

Date: SEPTEMBER 1987

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _______ Revision: _______

APPROVED: N. Koch

Chairperson

Date: Sept 10 1987
PHILOSOPHY/GOALS:

This course aims at equipping students with reading, writing and speaking skills required for apprenticeship training and for other future placement in the field of Welding and Fabricating. Emphasis is placed on the use of technical/trade periodicals to develop summary skills; periodicals and other sources are used to help students explore the role of the welder in the technical trades of the future. Everyday business communication and employment search skills are dealt with in detail.

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 Resume Guide" (available free of charge from the Counselling Office, Room E134).

Students may find that the TRAC modules SSB, CCE and CCO are helpful references.

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.

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ASSIGNMENTS AND MARKING SCHEME:

Technical instructions 10%
Description of mechanism 10%
Summaries 10%
Shop memos/technical reporting 20%
Accident report 5%
Letter of request or adjustment 5%
Oral presentations 10%
Job application package 20%
Classroom activities 10%

N.B. These assignments may not 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 for assignments will be in accordance with the Language and Communications 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:

Two periods per week for 15 weeks.