<table>
<thead>
<tr>
<th>Course Title:</th>
<th>TECHNICAL COMMUNICATIONS</th>
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<tr>
<td>Code No.:</td>
<td>ENG 210-3</td>
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<tr>
<td>Program:</td>
<td>LANGUAGE &amp; COMMUNICATIONS</td>
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<tr>
<td>Semester:</td>
<td>WINTER</td>
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<td>Date:</td>
<td>JANUARY 5, 1984</td>
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<tr>
<td>Author:</td>
<td>RICHARD PAGE</td>
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New: X  Revision: ____________

APPROVED:  

Chairperson  Date
TECHNICAL COMMUNICATIONS

Course Name

ENG 210-3

Course Number

OBJECTIVES:

Upon completion of this course students should have achieved competency in the following areas:

1. Clear, accurate expression in areas of writing
   a) instructions
   b) processes
   c) analyses
   d) descriptions of mechanisms
   e) classified information
   f) summaries

2. Creating an effective job application package

3. Letter and memoranda writing (according to standard business form)

4. Oral skills in the area of informal presentation

METHOD OF ASSESSMENT:

A = Outstanding Achievement
B = Good Achievement
C = Satisfactory Achievement
D* = Poor Achievement
R = Unsatisfactory - Repeat

* D applies to Manpower Intake classes only.

TEXTBOOK(S):


Joseph Williams, A Resume Guide
(Available free of charge from Sault College Placement Office, Room E134)
This course is designed for students in technical areas where skills of clarity, conciseness, accuracy and organization are necessary in both

1. Process Analysis on a related technical topic, directed at two different audiences

2. Job Application Package (including letter of application and resume)

3. Written summary

4. Description of a mechanism

5. Definition

6. Classification

7. Analysis (through cause and effect)

8. Oral Report

9. Written Report

10. Attendance/Participation

* Due dates for assignments will be announced in class.