

This course aims at developing basic work-related writing and speaking skills for Chef Training students. Assignments are designed in conjunction with the objectives stated in the Ministry of Colleges and Universities Training Module.

METHOD OF ASSESSMENT (Grading Method)

Students will be assessed on the basis of their written assignments, oral presentation and class participation. Letter grades will be assigned in accordance with the Language and Communications Department guidelines.

The following grade symbols will be used in recording final grades:

- "A" - outstanding achievement
- "B" - consistently above average achievement
- "C" - satisfactory or acceptable level of achievement
- "R" - repeat (the student has not achieved the objectives of the course, and the course must be repeated).

A detailed description is attached to the course outline.

TEXTBOOKS

Guide to Technical Reports; Piper and Davies.

COURSE OBJECTIVES

1. Produce a formal report related to the food service industry using texts and periodicals available in the Learning Resource Centre.
2. Prepare a resume and a portfolio demonstrating the variety of skills the individual has experienced.
3. Write an effective letter of application to accompany the resume portfolio.

cont'd....

COURSE OBJECTIVES cont'd

- 4. Present an oral report on a specific topic related to the food service industry (5-10 minutes).
- 5. Evaluate and summarize 2 oral reports presented by the class using an evaluation instrument.

INSTRUCTIONAL METHODS

A variety of instructional methods including classroom presentations, small group discussions, student presentations and library readings are used to respond to student needs.

MAJOR ASSIGNMENTS AND TESTING

Students will be evaluated on the following assignments and presentations.

Formal report on an aspect of the food industry.....	40%
Resume and portfolio.....	15%
Letter of application.....	5%
Oral report.....	15%
Evaluations and summaries.....	15%
Class participation.....	10%

TIME FRAME

Trade Communications for Chefs - Advanced (ENG 226-1) involves one period per week for 15 weeks.