

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: REPORT WRITING FOR LAW AND SECURITY/  
CORRECTIONAL WORKER

Code No.: ENG. 207-3

Program: LAW AND SECURITY, CORRECTIONAL WORKER

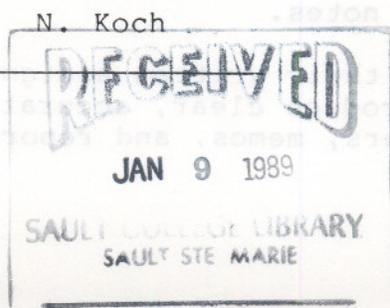
Semester: SECOND

Date: WINTER 1989

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: X Revision: \_\_\_\_\_

APPROVED: *N. Koch*  
Chairperson



*January 3/89*  
Date

**PHILOSOPHY/GOALS** (Course Description)

This course is designed for students preparing themselves for employment in law enforcement professions where skills of clarity, conciseness, and accuracy are necessary in both written and oral communications. Also special emphasis is placed upon adapting tone and language suited to the intended audience. Projects are designed to increase the students' skills in locating, gathering and organizing information.

**CREDITS**  
3

**DURATION**  
15 weeks

**HOURS/WEEK**  
3

**PREREQUISITES**  
ENG. 120-3 or  
the equivalent

**ADVANCED CREDIT**

Students who have completed a similar post-secondary course or who have relevant employment-related experience should consult the Co-ordinator of Language and Communication in room E472.

**TEXTBOOKS**

1. "A Resume Guide" available from the Placement Office room E1301
2. Webster's New World Compact Dictionary (School and Office),  
Prentice Hall Press
3. Small binder for note-taking - 3 1/2" x 5 1/2"
4. Supplemental material will be provided by the instructor.
5. Students will be required to purchase two overhead transparencies and a black or blue non-permanent (water soluble) transparency pen.

**SUMMARY OF OBJECTIVES**

1. Students will demonstrate the ability to adapt the format, tone, and diction of a communication to the needs of a specific audience in a given situation.
2. Students will develop skills in taking and writing clear, concise and accurate notes.
3. Students, in their written assignments, will demonstrate the ability to produce clear, accurate, well-organized text in formats such as letters, memos, and reports.

.../con't

4. Students will give well-organized, coherent, effective oral presentations.
5. Students will prepare an effective job application package including the letter of application and the resume.
6. Students will present themselves effectively in the interview.
7. Students will prepare and present a lesson based on a specific topic and designed to meet the needs of a particular audience.
8. Students will demonstrate accurate spelling, legible handwriting, and correct grammar and punctuation.

### INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, role-playing, small group discussions, and directed readings will be used to respond to students' needs.

Evaluation will normally be done by the instructor, but in some assignments, peer evaluation will be required.

### ASSIGNMENTS AND MARKING SCHEMES

- 1) Notebooks
  - a) evaluated on a regular basis 10%
- 2) Employment Package
  - a) rough copy of personal resume (5%)
  - b) typed copy of personal resume (5%)
  - c) covering letter/letter of application (5%) Total = 15%
- 3) Conference Report
  - a) memo of request to go to a conference (5%)
  - b) informative report of highlights (10%) Total = 15%
  - (200-250 words)
- 4) Oral Presentations
  - a) brief oral presentation of conference highlights (10%)
  - b) job/employment interview (10%) Total = 20%
- 5) Educational Package
  - a) Written lesson plan (5%)
  - b) Oral presentation of lesson plan (10%) Total = 15%

- 6) Co-operative Reports  
(those relevant to major area of study)

Correctional Worker

- a) Occurrence Reports (2)

or

Law and Security

- a) Investigative Report and Will Says

- b) Case Synopsis and Will Says

Total = 20%

- 7) Attendance and participation in classroom activities and discussion 5%

**N.B.** In all cases, the instructor will determine the order in which assignments are to be covered. Students will be notified of changes in the assignment loading or marking schemes as required.

**METHOD OF ASSESSMENT**

Letter grades for assignments will be in accordance with the Language and Communication Department Guidelines.

For final grades, the following letters 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.)