## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

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have relevant employment-relat

COURSE TITLE: REPORT WRITING FOR LAW AND SECURITY/
CORRECTIONAL WORKERS

perience should consult the

CODE NO.: SEMESTER: SECOND

PROGRAM:

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: WINTER 1991 PREVIOUS OUTLINE DATED: WINTER 1990

APPROVED: 9/ 6/ 6/

DEAN

students, in their written assignments, will demonstrate the ability to produce clear, accurate, well-organized text in form such as letters, memos, and reports.

Students will give well-organized, coherent, effective oral presentations.

) Students will prepare an effective job application package including the letter of application and the resume.

) Students will prepare and present a workshop based on a specific

REPORT WRITING FOR LAW AND SECURITY/ CORRECTIONAL WORKERS ENG 207-3

COURSE NAME

CODE NO.

TOTAL CREDIT HOURS

45

PREREQUISITE(S)

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 E470.

## I. PHILOSOPHY/GOALS:

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.

## II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course:

- 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.
- Students will develop skills in reading and writing clear, concise and accurate synopses.
- 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.
- 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 workshop based on a specific topic and designed to meet the needs of a particular audience.

# REPORT WRITING FOR LAW AND SECURITY/ ENG 207-3 CORRECTIONAL WORKER CORRECTIONAL WORKER

COURSE NAME

CODE NO.

HAJOR ASSIGNMENTS:

Students will demonstrate accurate spelling, legible handwriting, and correct grammar and punctuation.

# III. TOPICS TO BE COVERED:

- 1. Communicating to Get a Job
- 2. Synopsis Reports From Text
- Communicating Through Reports and Memos 3.
- Communicating Orally 4.
- Cooperative Workshop Project 5.
- Program-related Communication 6.

#### LEARNING ACTIVITIES: IV.

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

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

#### REQUIRED STUDENT RESOURCES: V.

## TEXTBOOKS

- "A Resume Guide" available from the Placement Office room E1301 1.
- Gage Canadian Dictionary Gage Educational Publishing Company 2.
- The Complete Guide to Police Writing by Karen Jacob 3.
- Students will be required to purchase two overhead transparencies 4. and a black or blue non-permanent (water soluble) transparency pen.
- Supplemental material will be provided by the instructor.

REPORT WRITING FOR LAW AND SECURITY/ ENG 207-3 CORRECTIONAL WORKER COURSE NAME CODE NO. **EVALUATION METHODS:** 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 outstanding achievement A - consistently above average R C satisfactory/acceptable R Repeat (The student has not achieved the required objectives and must repeat the course.) MAJOR ASSIGNMENTS: COMMUNICATING TO GET A JOB 10% Typed copy of personal resume b) Cover letter/letter of application 5% COMMUNICATION THROUGH REPORTS AND MEMOS a) Research Report/Paper 10% Interview Memo b) Synopsis Report C) COMMUNICATING ORALLY 10% Workshop Project Presentation a) b) Job/Employment Interview 10%

4. COOPERATIVE WORKSHOP PROJECT

c) Public Announcement 5%

58

a) Memo of Proposal

b) Written Plan for Workshop

## REPORT WRITING FOR LAW AND SECURITY/ ENG 207-3 CORRECTIONAL WORKER

COURSE NAME

CODE NO.

5. PROGRAM-RELATED COMMUNICATION

Worker

Correctional a) Occurrence Reports (2)

Law and a) Investigative Report Security b) Case Synopsis

15%

6. PARTICIPATION IN CLASSROOM

Activities and Discussion

10%

#### SPECIAL NOTES: VII.

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.

## REPORT WRITING FOR LAW AND SECURITY/ CORRECTIONAL WORKER

ENG 207-3

COURSE NAME

CODE NO.

## S. PROGRAM-RELATED COMMUNICATION

Correctional a) Occurrence Reports (2
Worker

.aw and a) Investigative Report Security b) Case Synopsis

S. PARTICIPATION IN CLASSROOM

Activities and Discussion

10%

## VII. SPECIAL NOTES:

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.