

SAULT COLLEGE

of Applied Arts and Technology

Sault Ste. Marie

COURSE OUTLINE

Technical Communications

ENG 210-3

(Reporting)

revised

June, 1981 by B. VanNest

SAULT COLLEGE

of Applied Arts and Technology

443 Northern Ave., P.O. Box 60
Telephone 949-2050
SAULT STE. MARIE, Ontario
P6A 5L3

Technical Communication

Description

This course aims at providing employment-centred training in those written and oral reporting skills typical of a modern industrial organization. Emphasis is given to small group communication, informal written and oral presentations.

Course Number

ENG 210

Credits

3

Duration

15 Weeks

Hours/Week

3

Prerequisites

ENG 120-3 or the equivalent

Summary of Objectives

Upon completion of this course, a student should be able to:

1. Produce short, informal reports which embody customary expository techniques and which are typical of the workplace.
2. Produce a formal technical report.
3. Write letters and memoranda according to standard form.
4. Present an informal oral explanation of a suitable technical matter.

Texts

Pickett and Laster, Technical English, Writing, Reading, and Speaking. 3rd Edition, Harper and Row, 1980.

Special Requirements

Classroom to accommodate 20 - 25 students; overhead projector.

Advanced Credit

Students who have completed a relevantly similar post-secondary course or who have relevant employment-centred experience should consult the Co-ordinator, Language & Communication and Social Science (ext. 204).

Topics

- 1) Instructions
- 2) Process - Explaining a Procedure
- 3) Description of a Mechanism
- 4) Definition
- 5) Classification and Partition
- 6) Analysis through Cause - Effect
- 7) Analysis through Comparison/Contrast
- 8) The Summary
- 9) Letters and Memoranda: The Letter of Application and Resume
- 10) The Short Report
- 11) The Longer Report
- 12) Oral Communication: Saying it Clearly