

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TECHNICAL COMMUNICATIONS
Code No.: ENG210-3
Program: _____
Semester: FALL 1984 and WINTER 1985
Date: JUNE 29, 1984
Author: LANGUAGE & COMMUNICATIONS DEPARTMENT

New: _____ Revision: X

APPROVED:

N Koch
Chairperson

July 6 '84
Date

TECHNICAL COMMUNICATIONS
Course Name

ENG 210-3
Course Number

PHILOSOPHY/GOALS (Course Description)

This course is designed for students preparing themselves for employment in technical areas where skills of clarity, conciseness and accuracy are necessary in both written and oral communications. Emphasis is also placed on developing student skills in locating, gathering and organizing information.

CREDITS
3

DURATION
16 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-centred experience should consult the Co-ordinator, Language and Communications and Social Science (E462).

TEXTBOOK

Pickett, N.A. and Laster A.A. Technical English Writing, Reading and Speaking. 4th Edition, Harper and Row, 1980.

SUPPLEMENTARY TEXTS

Piper, H.D. and Davie, F.E. Guide to Technical Reports.
Holt, Rinehart and Winston, 1958.

Williams, Joseph. "A Resume Guide" (available FREE OF CHARGE from Sault College Placement Office).

- b) describing a process and/or a mechanism;
 - c) explaining causes and effects through problem solving;
 - d) classifying information.
2. Students will demonstrate skills in comprehension by summarizing technical articles in a manner that reflects the emphasis and tone.
 3. Students will prepare an effective job application package. This includes covering letters and resumes.
 4. Students will select appropriate written formats (e.g. business letters, memos) and will be able to use tone, diction and technical jargon suited to the needs of their audience.
 5. Students will develop their skills in locating, gathering and applying information in the preparation of both written and oral reports.
 6. Students will write a brief, formal technical report.
 7. Students will give well-organized, oral technical presentations, using visual aids where appropriate.

INSTRUCTIONAL METHODS

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

ASSIGNMENTS AND MARKING SCHEME

Students will write three of the following using such formats as memos, business letters and formal reports:

- a) instructions
- b) process analysis
- c) description of a mechanism
- d) classification of technical data
- e) cause and effect
- f) summary

30%

ASSIGNMENTS AND MARKING SCHEME

Job Application Package	15%
Oral Presentations	15%
Formal Report	30%
Classroom Activities	<u>10%</u>
	100%

N.B. These assignments may not necessarily be covered in the order that they are listed. Students will be notified of any changes in the assignments or the marking scheme.

METHOD OF ASSESSMENT

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

For FINAL grades, the following letters will be recorded:

- 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).