

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

LANGUAGE AND COMMUNICATION

Course Title: _____

ENG. 136-2

Code No.: _____

WELDING AND FABRICATING

Program: _____

FALL

Semester: _____

SEPTEMBER 1987

Date: _____

LANGUAGE AND COMMUNICATION DEPARTMENT

Author: _____

New: _____

Revision: _____

X

APPROVED: _____

N. Koch
Chairperson

N. Koch

Date

Sept 10 / 87.

PHILOSOPHY/GOALS:

This course aims at equipping students with reading, writing and speaking skills required for apprenticeship training and for other future placement in the field of Welding and Fabricating. Emphasis is placed on the use of technical/trade periodicals to develop summary skills; periodicals and other sources are used to help students explore the role of the welder in the technical trades of the future. Everyday business communication and employment search skills are dealt with in detail.

TEXTBOOK:

There will be no specific text for the course, but students will be expected to use library periodicals regularly. Students will also need a copy of "A Resume Guide" (available free of charge from the Counselling Office, Room E134).

Students may find that the TRAC modules SSB, CCE and CCO are helpful references.

COURSE OBJECTIVES:

Upon completion of the course, students will be able to:

1. write clear, concise, accurate summaries of important ideas in trade periodicals
2. write concise, correct business letters
3. write a set of technical instructions
4. complete an accident report and write brief shop memos
5. present a brief oral technical report, using visual aids
6. prepare for employment interviews, write a resume and covering letter
7. demonstrate listening skills needed in a work environment
8. read at a level which will enable the student to understand texts, periodicals and other written materials related to apprenticeship training

INSTRUCTIONAL METHODS:

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

ASSIGNMENTS AND MARKING SCHEME:

| | |
|---------------------------------|-----|
| Technical instructions | 10% |
| Description of mechanism | 10% |
| Summaries | 10% |
| Shop memos/technical reporting | 20% |
| Accident report | 5% |
| Letter of request or adjustment | 5% |
| Oral presentations | 10% |
| Job application package | 20% |
| Classroom activities | 10% |

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

TIME:

Two periods per week for 15 weeks.

