

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: LANGUAGE AND COMMUNICATIONS

Code No.: ENG136 - 2

Program: WELDING & FABRICATING

Semester: ONE

Date: 1987 06 17

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New: XX Revision:         

APPROVED:                  

Chairperson          Date

When the student has successfully completed this course of study, he/she should have the ability to communicate written information in a clear, well organized manner. The intention (therefore) is to provide students with the skills required for industrial communication and job search techniques.

**METHODS OF ASSESSMENT (GRADING METHOD):**

Formal Technical Report	30%
Set of Technical Instructions	20%
Letter of Application	15%
Resume	25%
Attendance/Attitude	10%
Total	100%

With **NO INCOMPLETES!**

**TEXTBOOK(S):**

Module CCE; Process Technical Information  
Module CCO; Prepare for Employment  
Module SSB; Trades Communication  
Handout; "A Resume Guide"

**OBJECTIVES:**

The basic objective is to develop within each student the ability to conceive, organize and express technical information in a clear, concise manner.

The second objective is to promote a level of skill and self-confidence that will enable students to actively search out and compete for jobs in to-day's industrial market.

**SPECIFIC OBJECTIVES**

for

**LANGUAGE AND COMMUNICATIONS - ENG \_\_\_\_\_**

**1) INTRODUCTION AND ORIENTATION - 2 HRS.      HANDOUTS**

The student should be given an opportunity to:

- 1) Identify and list the topics covered in this course.
- 2) Identify and list the general objectives of this course.
- 3) Identify and list the grading system used in this course of study.
- 4) Identify the policy of this course with respect to:
  - a) attendance
  - b) attitude
  - c) testing
  - d) re-writes
  - e) due dates

**2) ORGANIZE AND LAYOUT AN EFFECTIVE REPORT OUTLINE - 4 HRS.**

**MODULE CCE  
UNIT # 01**

The student should be given an opportunity to:

- 1) Identify the 4 parts of any Technical Report.
- 2) Prepare an abstract for a Technical Report from a supplied list of topics.
- 3) Prepare a report outline from the above abstract.

**3) DEMONSTRATE A PROFICIENCY TO ORGANIZE FORMAL REPORTS - 2 HRS.**

**MODULE CCE  
UNIT # 03  
LT # 3**

The student should be given an opportunity to:

- 1) Identify and organize a Formal Report.

**4) DEMONSTRATE A PROFICIENCY IN REPORT WRITING TECHNIQUES - 4 HRS.**

**MODULE CCE  
UNIT # 04**

The student should be given an opportunity to:

- 1) Slant or target the report to a specific readership.
- 2) Identify the purpose of your report.
- 3) Recognize the proper use of grammar, syntax and composition in report writing.

The student should be given an opportunity to:

**6) WRITE A SET OF TECHNICAL INSTRUCTIONS - 4 HRS.**

**MODULE SSB**

The student should be given an opportunity to:

- 1) Prepare an abstract for a set of technical instructions from a supplied list of topics.
- 2) Prepare an outline from the above abstract. **Handouts**
- 3) Write a step by step procedure using the above outline.

**7) APPLY JOB SEARCH TECHNIQUES - 10 HRS.**

**MODULE CCO**

**UNITS 01 & 04**

The student should be given an opportunity to:

- 1) Prepare a logical job search.
- 2) Identify prospective employers.
- 3) Organize a professional resume.
- 4) Write a covering letter.
- 5) Write a letter of application.

**NOTE:** The objectives are sequenced in the order **BEST THOUGHT** to enhance developmental learning and progressive awareness.

It is therefore in the best interest of students to use classroom time to develop and enhance skills thru discussion, example and practice. Major assignments should be considered as **HOMEWORK**.