

PHILOSOPHY/GOALS

This course helps students develop reading, writing, listening and speaking skills. Periodicals and other sources are used to develop practical assignments while helping the students explore their future role within that field.

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ON**

TEXTBOOK

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATION COURSE OBJECTIVES

CODE NO.: ENG 149-3 SEMESTER: FALL

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1992 PREVIOUS OUTLINE DATED: JUNE 1991

APPROVED: SAULT 1992 05 27  
DEAN DATE

INSTRUCTIONAL METHODS

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

**PHILOSOPHY/GOALS**

This course helps students develop reading, writing, listening and speaking skills required for various apprenticeship and certificate programs. Periodicals and other sources are used to develop practical assignments while helping the students explore their future role within that field.

**TEXTBOOK**

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

**COURSE OBJECTIVES**

Upon completing of the course, students will be able to

1. write a resume and covering letter
2. produce grammatically correct, coherently written short reports
3. present ideas orally with efficiency and coherence
4. create a set of technical instructions
5. present a brief oral technical report, using visual aids
6. produce assignments with the use of a computer
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, computer-assisted writing, group discussions and directed readings will be used to respond to the student's needs.

ASSIGNMENTS AND MARKING SCHEME

1. Resume and covering letter	15%
2. Oral presentation of technical instructions	5%
3. Written description of a mechanism	10%
4. Oral presentation of a description of a mechanism	5%
5. Brief technical reports	35%
6. Oral presentation of technical report	15%
7. Attendance, listening skills and classroom activities	<u>15%</u>

Total	100%
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METHOD OF ASSESSMENT

At midterm one of the following grades will be assigned:

- S** satisfactory performance to the time of midterm grade assignment (does not indicate successful completion of the course).
- U** unsatisfactory performance to the time of midterm grade (does not indicate unsuccessful completion of the course).
- R** minimal performance has resulted in the majority of course objectives to midterm not being met and course must be repeated.

The following letter grades will be assigned as **final** grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding Achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

TIME

Three periods per week for one entire semester.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ the APA Documentation Format for referencing source material. An outline of this style is available from the professor.



CR	Credit exemption
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.
C	Satisfactory or acceptable achievement in all areas subject to assessment
B	Consistently above average achievement
A	Outstanding Achievement
A+	Consistently outstanding

Three periods per week for one entire semester.