

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN BUSINESS

CODE NO.: ENG 215-3

SEMESTER: FALL

PROGRAM: BUSINESS PROGRAMS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1993

PREVIOUS OUTLINE DATED: JANUARY 1993

APPROVED:

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NADEAN KOCH, DEAN, SCHOOL OF
ARTS AND GENERAL EDUCATION

DATE

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PHILOSOPHY/GOALS (Course Description)

This course provides employment-related training in those written and oral reporting skills typical of a modern business organization.

CREDITS

3

DURATION

ONE SEMESTER

HOURS/WEEK

3

PREREQUISITESENG 120-3 OR THE
EQUIVALENTADVANCED CREDIT

Students who have completed a similar post-secondary course or who have related employment-centred experience should bring relevant documents to the Coordinator, Language and Communication Department.

TEXTBOOKS

1. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
2. Roget's Thesaurus.

SUMMARY OF OBJECTIVES

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

1. Produce clear, accurate well-organized text in their written assignments.
2. Demonstrate comprehension of material by producing accurate summaries that also reflect the emphasis and tone of the original documents.
3. Prepare an effective job-application package which may include the letter of application, the resume, and other related communications.
4. Adapt the format, tone and diction of a communication to the needs of a specific audience in a given situation.
5. Locate, gather and apply information in preparation of written and oral reports.



6. Write a formal business report which may be based on both library and non-library sources.
7. Give well-organized, coherent, effective oral presentations, using visual aids where appropriate.

INSTRUCTIONAL METHODS

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

Evaluation will normally be done by the teacher, but for some assignments peer evaluation may be required.

ASSIGNMENTS AND MARKING SCHEME

Students will write a minimum of five assignments requiring formats commonly used for business correspondence.

1. routine and good news writing
2. refusal and bad news writing
3. persuasive writing
4. informal report writing
5. proposal writing
6. case study writing
7. summary writing
8. memo writing

Percentage of grade for above assignments	45%
Communication skills	10%
Job Application package	5%
Oral Presentation(s)	10%
Formal report/formal case analysis	30%
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TOTAL	100%

Marking schemes will differ from teacher to teacher and from assignment to assignment. This flexibility recognizes that teachers need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

METHOD OF ASSESSMENT

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	

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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office.