

SAULT COLLEGE

of Applied Arts and Technology

443 Northern Ave., P.O. Box 60
Telephone 949-2050
SAULT STE. MARIE, Ontario
P6A 5L3

Winter Semester
1982

ENG 225-3

Reporting in the Helping Professions

Description

The course focuses upon the development of written and oral communication skills for students entering social service professions. Emphasis is placed upon clarity and conciseness in writing memos, letters, short reports, and resumés. Oral assignments include brief presentations of group proposals, case summaries and progress reports.

The course also aims at increasing the student's awareness of formal and informal communication networks within and between agencies.

Course Number

ENG 225

Credits

2

Duration

15 weeks

Hours/Week

3

Prerequisites

ENG 120 or its equivalent

Summary of Objectives

Upon completion of this course, the student should be able to:

1. Understand the importance of tone, audience, and the appropriate use of professional jargon in their written and oral communications.
2. Prepare a personal resumé and covering letter.
3. Write office memos, progress reports and inter-agency letters.
4. Prepare and deliver a group proposal for the funding of a new project.
5. Present a case summary/progress report orally.

Texts

Dictionary required

Special Requirements

1. Classroom to accommodate 20 - 25 students
2. Overhead projector

Advanced Credit

Students who have completed a relevantly similar course at a post-secondary level should consult the Co-ordinator, Language and Communications and Social Science (ext. 204),

Topics

1. Preparing a personal resume and covering letter.
2. Writing short reports, office memos and letters.
3. Writing and presenting a short proposal.
4. Presenting a case summary/progress report.

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