SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title:	TECHNICAL COMMUNICATIO	NS	
Code No.:	ENG 210-3	-	
Program:	LANGUAGE & COMMUNICATIONS		
Semester:	WINTER		
Date:	JANUARY 5, 1984		
Author:	RICHARD PAGE		
	Ne	ew: X	Revision:
APPROVED:	C. E. The		in 4/90
	Chairperson	1.0	Date

TECHNICAL COMMUNICATIONS

Course Name

ENG 210-3

Course Number

OBJECTIVES:

Upon completion of this course students should have achieved competency in the following areas:

- 1. Clear, accurate expression in areas of writing
 - a) instructions
 - b) processes
 - c) analyses
 - d) descriptions of mechanisms
 - e) classified informationf) summaries
- 2. Creating an effective job application package
- 3. Letter and memoranda writing (according to standard business form)
- 4. Oral skills in the area of informal presentation

METHOD OF ASSESSMENT:

- A = Outstanding Achievement
- B = Good Achievement
- C = Satisfactory Achievement
- D* = Poor Achievement
- R = Unsatisfactory Repeat
- * D applies to Manpower Intake classes only.

TEXTBOOK(S):

N.A. Pickett and A.A. Laster, Technical English, 3rd Edition, Harper and Row, 1980

Joseph Williams, A Resume Guide (Available free of charge from Sault College Placement Office, Room E134)

This course is designed for students in technical areas where skills of clarity. conciseness, accuracy and organization are necessary in both

- 1. Process Analysis on a related technical topic, directed at two different audiences
- Job Application Package (including letter of application and resume)
- 3. Written summary
- 4. Description of a mechanism
- 5. Definition
- 6. Classification
- 7. Analysis (through cause and effect)
- 8. Oral Report
- 9. Written Report
- 10: Attendance/Participation
- * Due dates for assignments will be announced in class.