

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TRADE COMMUNICATIONS FOR CHEFS

Code No.: ENG 226-2

Program: CHEF TRAINING POST-SECONDARY AND BASIC APPRENTICESHIP

Semester: WINTER

Date: JANUARY 1991

Author: LANGUAGE & COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: \_\_\_\_\_ X

APPROVED:

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Date

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**TRADE COMMUNICATIONS FOR CHEFS - ADVANCED**

ENG 226-2

Course Name

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**PHILOSOPHY/GOALS (Course Description)**

The students will write business reports, letters, requests, and claims. They will learn how to introduce and thank a guest speaker. The students prepare a "creative" resume and letter of application for a job interview.

**METHOD OF ASSESSMENT (Grading Method)**

Students will be assessed on the basis of their written assignments, oral presentation and class participation. Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

The following grade symbols will be used recording final grades:

"A+" - consistently outstanding

"A" - outstanding

"B" - above average

"C" - satisfactory or acceptable level of achievement

"R" - **repeat** (The student has not achieved the required objectives and must repeat the course.)

**TEXTBOOK**

Technical and Business Writing, Flaherty, Stephen M., Prentice Hall.

**COURSE OBJECTIVES**

1. Produce a formal report related to the food services industry using texts and periodicals available in the Learning Resource Centre.
2. Prepare a resume and a Portfolio demonstrating the variety of skills the individual has experienced.
3. Write an effective letter of application to accompany the resume portfolio.
4. Write a set of professional instructions or describe a process.
5. Demonstrate the listening skills necessary in the work environment.

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6. Present an oral report on a specific topic related to the service industry (5-10 minutes).
7. Evaluate and summarize 2 oral reports.

**INSTRUCTIONAL METHODS**

A variety of instructional methods including classroom presentations, small group discussions, student presentations and library readings are used to respond to student needs.

**MAJOR ASSIGNMENTS AND TESTING**

Students will be evaluated on the following assignments and presentations.

Formal report on an aspect of the food industry	25%
Resume, portfolio and letter of application	15%
Memos and accident report	10%
Instructions and process	10%
Oral reports	15%
Business letters	5%
Evaluations and summaries	10%
Class participation	10%

**TIME FRAME**

Trade Communications for Chefs - Advanced (ENG 226-2) involves two periods per week for 16 weeks.

