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COURSE OUTLINE

Course Title: LANGUAGE & COMMUNICATION

Code No.: ENG 105-3

Program: MACHINE SHOP/WELDING AND FABRICATING

Semester: FALL

Date: AUGUST 1987

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

X

New: _____ Revision: _____

APPROVED:

N. Koch
Chairperson

N. Koch

Date

Dec. 2/88

MACHINE SHOP/WELDING AND FABRICATING
Course Title

ENG. 105-3
Course Number

PHILOSOPHY/GOALS:

This course aims at equipping students with reading, writing and speaking skills required for apprenticeship training and for other future placement in the field of Machine Shop/Welding and Fabricating. Emphasis is placed upon the use of technical/trade periodicals to develop summary skills; periodicals and other sources are used to help students explore the role of the mechanic in the technical trades of the future. Everyday business communication and employment search skills are dealt with in detail.

TEXTBOOK

Writing for Industry: an instruction manual, Lehman, Anita J., New York, CBS College Publishing, Holt Rinehart and Winston. 1984.

COURSE OBJECTIVES:

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

1. write clear, concise, accurate summaries of important ideas in trade periodicals
2. write concise, correct business letters
3. write a set of technical instructions
4. complete an accident report and write brief shop memos
5. present a brief oral technical report, using visual aids
6. prepare for employment interviews, write a resume and covering letter
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, small group discussions and directed readings will be used to respond to the student's needs.

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ASSIGNMENTS AND MARKING SCHEME:

1. Job Application Package	20%
2. Technical Instructions	10%
3. Description of a Mechanism	10%
4. Letter of Request <u>or</u> Letter of Adjustment	10%
5. Accidental Report	10%
6. Shop Memos	10%
7. Summaries	10%
8. Brief Oral Presentation	10%
9. Listening Skills and Classroom Activities	<u>10%</u>
TOTAL	100%

N.B. These assignments may not necessarily be covered in the order that they are listed. Students will be notified of any changes in the marking scheme.

METHOD OF ASSESSMENT:

Letter grades for assignments will be in accordance with the Language and Communications Department Guidelines.

For FINAL grades, the following will be recorded:

- A+ - Consistently outstanding
- A - Outstanding achievement
- B - Consistently above average
- C - Satisfactory/Acceptable
- R - Repeat (The student has not achieved the objectives of the course and must repeat the course.)

TIME:

Three periods per week for fifteen weeks.

