

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: LANGUAGE AND COMMUNICATION TEXTBOOKS

Code No.: ENG 149-3

Program: HEAVY EQUIPMENT DIESEL COURSE OBJECTIVES

Semester: FALL

Date: AUGUST 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: _____

APPROVED: *N. Koch*
Dean

90 06 26
Date

PHILOSOPHY/GOALS

This course helps students develop reading, writing and speaking skills required for apprenticeship training and for placement in the field of Heavy Equipment, Diesel. Trade periodicals and other sources are used to develop practical assignments while helping the student to explore the role of the mechanic in the technical trades of the future.

TEXTBOOKS

Webster's New World Dictionary, College Edition, General Publishing Company.

Texts will be assigned by the instructor and students will be expected to use library periodicals regularly.

COURSE OBJECTIVES

Upon completing of the course, students will be able to

1. write a resume and covering letter
2. produce grammatically correct, coherently written articles
3. present ideas orally with efficiency and coherence
4. create a set of technical instructions
5. present a brief oral technical report, using visual aids
6. produce articles with the use of a computer
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, computer-assisted writing, group discussions and directed readings will be used to respond to the student's needs.

ASSIGNMENTS AND MARKING SCHEME

| | |
|--|------------|
| 1. Resume and covering letter | 20% |
| 2. Oral presentation of technical instructions | 5% |
| 3. Written description of a mechanism | 10% |
| 4. Oral presentation of a description of a mechanism | 5% |
| 5. Brief technical reports | 20% |
| 6. Oral presentation of technical report | 15% |
| 7. Co-operative project | 10% |
| 8. Attendance, listening skills and classroom activities | <u>15%</u> |
| Total | 100% |

METHOD OF ASSESSMENT

Letter grades for assignments will be in accordance with Language and Communication 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 required objectives and must repeat the course.)

TIME

Three periods per week for sixteen weeks.

208
28
108
28
208
158
108
158
1008
Total



- 1. Attendance, listening skills and classroom activities
- 2. Co-operative project
- 3. Oral presentation of technical report
- 4. Brief technical reports

METHOD OF ASSESSMENT

Letter grades for assignments will be in accordance with language and Communication 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 required objectives and must repeat the course.)

TIME

Three periods per week for sixteen weeks.