

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

COURSE OUTLINE

Course Title: LANGUAGE & COMMUNICATION

Code No.: ENG 105-3

Program: MACHINE SHOP/WELDING AND FABRICATING

Semester: WINTER

Date: JANUARY 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: _____ X

APPROVED:

N. Koch
Dean

N. Koch

1990 01 08
Date

MACHINE SHOP/WELDING AND FABRICATING
Course Title

ENG 105-3
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PHILOSOPHY/GOALS:

In this course students in some Technical Trades improve reading, writing, and oral skills by giving technical demonstrations and writing reports, resumes and letter of application.

TEXTBOOK

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

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.

