

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 1991

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

X

New: _____ Revision: _____

APPROVED:

Dean

N. Koch

Date

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MACHINE SHOP/WELDING AND FABRICATING
Course Title

ENG 105-3
Course Number

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

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

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	15%
2. Technical Instructions and Description of Mechanisms	15%
3. Letter of Request <u>or</u> Letter of Adjustment	10%
4. Accident and Incident Reports	15%
5. Shop Memos	10%
6. Summaries	10%
7. Oral Presentations	15%
8. 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 required objectives and must repeat the course.)

TIME:

Three periods per week for sixteen weeks.

