

ACADEMIA

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DATE:

June, 1995

N: Textbooks and materials to be Purchased by Students

(Use bibliographic form)

No single text is applicable for all career programs. However, a handbook and/or exercise book is required possibilities:

Communications: Strategies and Skills by D. Maginn et al. (Toronto: Holt, Rinehart & Winston, 1980)

& Co., 1986)

Administrative Writing: A Handbook of Administrative Communication (Hall, 1985)

Course content: Method of instruction

Course Evaluation

COURSE OBJECTIVES:

Communications III has been developed to meet the communications requirements of a number of business and technical programs.

General:

in specific communication contexts

Specific:

the communications instructor will choose from these objectives for the business and technical

the following list those skills and

Written Skills

The student will be able to

1. write appropriate reports and memos for multiple readers

2. distinguish between formal and informal communication

3. distinguish internal from external written communication

4. use correct language fundamentals in all writing

5. write effective sentences

6. demonstrate unity, coherence, and emphasis

7. prepare written reports using language conventions consistent with appropriate

8. prepare written reports using language conventions consistent with appropriate

9. compose effective oral communication

9. COURSE OBJECTIVE cont'd

Written Tasks

Students will be able to successfully complete a variety of tasks which include:
Communications instructor selects from the following:

- 1. extract and summarize the main points from field-collected materials;
- 2. develop an effective application letter and resume;
- 3. compose an effective reports and word processing letters.

P. COURSE CONTENT - cont'd

Writing Tasks

press, informational, problem/solution

Reports: proo

ive, bad news, transmittal, etc.

Letters and Memos: application, sales, persua

