

M:

Other

1. Collaborate effectively with other students
2. Interact appropriately with the readers of their written work, job interviewers, and participants at meetings
3. Understand basic communication theory as it relates to the student's chosen field.

N: Course Content:

Course content will be drawn from the following areas:

Writing Skills

coherence and cohesion
 clarity and conciseness
 tone, diction, voice
 mechanics: grammar, sentence structure, spelling, punctuation, etc.

Writing Tasks

Reports: progress, informational, problem/solution
 Letters and Memos: application, sales, persuasive, bad news, transmittal, to the editor, inquiry, information
 Agenda and Minutes
 Resume
 Process description
 Manual Writing
 Summary
 Brochure
 Newsletter
 Expanded definition
 Press release
 Exercises

Readings

1. Field-related material as content and context for assignments, e.g. summary
2. Course handbook

Oral Skills

Listening and responding
 Preparing: research, organization, prompts
 Delivery
 Physical behaviour
 Use of visuals

Oral Tasks

Employment interview
 Meetings
 Oral presentations

Other

Collaboration or team-work
 Interpersonal communication with readers of writing assignments, with interviewers, and with participants of meetings.

O: Methods of Instruction

This course will emphasize learning through doing. Working individually and in groups, students will be involved in the discussion, analysis and interpretation of various writing activities. Under the instructor's guidance, students will integrate the results of primary or secondary research with correct language principles in a number of writing situations. Students may be required to write in response to textbook cases, film or video scenarios, field trip experiences, and other workplace situations encountered in the community. Other methods include lectures, group discussions, and presentations by resource people with field-related expertise.

P: Textbooks and Materials to be Purchased by Students

No single text is applicable for all career programs or for all course objectives. However, a handbook and/or exercise book is required. The following are examples of possibilities:

Business Communication: Strategies and Skills by R. Huseman et al.

Successful Writing at Work by Philip C. Kolin

Administratively Write! by Ron Blicq

Q: