

## PN 1070 Syllabus and Course Outline

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**Text Materials:** SAIT Modules and supplements

|                 |                        |     |
|-----------------|------------------------|-----|
| <b>Grading:</b> | Assignments.....       | 20% |
|                 | Quizzes.....           | 25% |
|                 | Oral Presentation..... | 25% |
|                 | Technical Report.....  | 30% |

**Note:** No late assignments will be accepted.

**Course Description:** This course will help prepare the learner to communicate effectively in the workplace. Exercises are tailored to specific tasks students will encounter in industry. Dates listed below are tentative.

### Course Outline

Sentence Structure

**Quiz: 1<sup>st</sup> week in January**

Handling a Telephone Complaint

**Assignment**

Accident/Incident Reporting

**Assignment**

Paragraph Writing

**Quiz: 3<sup>rd</sup> week in January**

Email Memos

**Assignment**

Oral Presentation

**Class Exercise done after Practicum**

Technical Report

**Due 2<sup>nd</sup> week in April**