

FE180
Written Communications
2 Credits

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FE180 Version: 2



Written Communications

Calendar Description

This 36-hour course accommodates a broad range of writing skills. When you complete it, you'll have a working knowledge of basic grammar, sentence structure, punctuation, paragraphing, outlining, reports (investigative, formal, and incident) and proposals, and correspondence. You'll be able to research your topic and present it in a suitable format to a target audience.

Rationale

This is a required course for the Emergency Services Technology program and the fire officer training program. Emergency personnel must be able to communicate not only verbally, but in writing. This course expands thinking skills and enables the student to become versatile and confident in many facets of writing. It introduces the four principles of good writing: clarity, conciseness, correctness, and consistency.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. write and punctuate correctly.
2. compose essays, letters, reports and proposals, résumés, procedures, and e-mails.
3. carry out basic research including code research; document and format it.
4. grasp fundamentals of media and public relations writing.

Resource Materials

Emergency Training Centre course text

Conduct of Course

1. Lecture
2. In-class exercises
3. Self-testing exercises in Lakeland College Emergency Training Centre modules

Evaluation Procedures

Assignment 1	10 marks
Assignment 2	10 marks
Assignment 3	20 marks
Assignment 4	20 marks
Assignment 5	15 marks
Assignment 6	25 marks
Total	100 marks

Each assignment pass mark is 70%

Grade Equivalents and Course Pass Requirements

The final mark is given as a letter grade.

Letter	F	B-	B	B+	A-	A	A+
Percent Range	0-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course.

Course Units/Topics

1. Fundamentals of grammar
2. Essay writing
3. Basic research: documenting and formatting
4. Reports, proposals, resumes, and procedural writing
5. Media, public relations writing



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