

**CAMOSUN COLLEGE - COURSE OUTLINE**  
**ENGLISH 170: TECHNICAL & PROFESSIONAL COMMUNICATION 1**  
**SECTION R01& R06**  
**QUARTER 1, 2002**

Instructor:	Norma DePledge	Office:	CC 119B
Phone:	370-4436	Office Hrs:	Mon 10:30-12:30
Lab:	CBA 219, Tues & Wed.		Thurs 11:30-12:30

**Required Texts and Materials**

Course Pack: English 170, Section R01 & R06, Norma DePledge

Good college dictionary

One diskette

**Calendar Description**

**Engl 170 - Technical and Professional Communications 1**

English 170 focuses on writing for the workplace; it covers writing formats, writing structure, writing style, document design, document integrity, and a comprehensive review of grammar, punctuation, and usage. Students will learn to write letters, memos, e-mails, short reports, instructions, and job-search formats in a clear, concise, purposeful, unambiguous, and grammatically correct way.

**Learning Outcomes**

Writing Formats: Students will

- write letters, memos, and short reports using correct formats.
- plan, organize, structure, and write business letters and memos for a variety of everyday situations.
- plan, organize, structure, and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
- write clear instructions and procedures that can be followed accurately without confusion.
- compose an effective resume in hard copy and electronically scannable format.
- compose an effective letter of application.

Writing Structure: Students will

- present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).

Writing Style: Students will

- analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
- write in a style that exhibits brevity and clarity and avoids words of low information content.

Document Design: Student will

- design documents for readability: short paragraphs, bullets, headings, tables, effective space and layout.
- illustrate technical documents appropriately using charts, graphs, and tables.

Document Integrity: Students will

- employ numbers, SI units, equations, and abbreviations according to modern conventions for written documents.

**ASSIGNMENTS AND EXAMS** (Due dates may be subject to change.)

<b>TESTS AND ASSIGNMENTS</b>	<b>DUE DATE</b>	<b>WORD LENGTH</b>	<b>YOUR GRADE IN PERCENT</b>	<b>VALUE OF ASSIGNMENT VALUE</b>	<b>YOUR TOTAL</b>
Correspondence Portfolio	Oct 25/28	200 wd/letter		15%	
Memo Report (in-class)	Oct 29/30	200		10%	
Illustrated Report (in-class)	Nov 12/13	300		10%	
Info Application Script and Summary	Nov 15/18	1 page		5%	
Resume	Nov 22/25	2 pg max		10%	
Cover Letter	Nov 22/25	1 pg		5%	
User Manual (Instructions)	Dec 5	4-8 pg		20%	
<b>QUIZZES &amp; EXERCISES</b>					
Formatting, doc design, workplace writing conventions, grammar	See weekly schedule	n/a		15%	
Copy-edits	See weekly schedule	n/a		10%	
<b>TOTALS</b>				100%	

**CALCULATING YOUR GRADE**

To calculate your grade as the course progresses, multiply your “GRADE IN PERCENT” by the “ASSIGNMENT VALUE.” Then divide your answer by 100.

There will be a minimum of ten quizzes and copyedits. (There may be more.) The final “GRADE IN PERCENT” for quizzes will be the average of the grades for all quizzes. Similarly, the final “GRADE IN PERCENT” for copyedits will be the average of the grades for all copyedits.

**ATTENDANCE**

A major American study concluded that the single most important factor in student success in college is attendance. In short, attendance is vital. In each class, you will plan or draft documents, do exercises, or participate in peer edits or group work. In many classes, there will be spot quizzes. For work or quizzes that you miss because of an inexcusable absence, you will get 0.

The following are examples of inexcusable absences: I was sick; I had to pick up my mother from the airport; my car broke down; I was in Vancouver and couldn’t get back in time; I didn’t realize the clocks had moved ahead; my cat just got back from the vet and I couldn’t leave it alone.

I take attendance seriously, and you should too. If you are sick, get a doctor’s note. Then you will not lose marks for missing a quiz, for example. That said, because unexpected and/or unavoidable events do sometimes occur, you will have **one and only one** “grace day.” Use your grace day wisely so that if indeed you really do get sick or have to pick up your mother from the airport, you have a day in reserve.

(The “grace day” does not alter the due date for assignments or the penalties for late assignments.)

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

**Submission of assignments**

All assignments must be word processed. They will be graded for both content and form.

**Due dates and late papers**

- **You must submit all assignment to pass this course.**
- Assignments are due on the due date at the beginning of class.
- Late assignments will be penalized 5% per day including weekends to a maximum of 7 days.
- If you must submit an assignment late, consult me in advance of the due date to establish a revised due date. If you fail to consult me, the late assignment will be penalized 10% per day including weekends to a maximum of 7 days.
- Assignments received later than 7 days after the due date will receive 0.
- Because students must complete all assignments in order to pass the course, even papers submitted so late that they will receive 0 must fulfill the requirements of the assignment and be submitted by the final class.

**Assignment format**

- Word-process on 8 1/2 X 11” white paper.
- Write on one side of the paper only.
- Use block format; that is, single space the text, and double space between paragraphs. Do not indent paragraphs.
- Use 12 point font.
- Write on one side of the paper only.
- Normally, use the default margins in your word processing software, about one and one half inch on top and left, one inch on bottom and right. Adjust margins for design purposes when it is appropriate to do so.
- Paginate in Arabic numerals (1, 2, 3...).
- Staple pages in top left corner.
- Do not add title pages or covers unless instructed to do so.

**Camosun College Grading System:**

A+	95-100	B+	80-84	C+	65-69	F	49 and below
A	90-94	B	75-79	C	60-64		
A-	85-89	B-	70-74	D	50-59		