

English 093 (Winter 2003)

Technical and Professional Reading

In this course, we will focus on critical reading. Students will improve their ability to read, understand and respond to different kinds of texts. Although the course concentrates on documents related to workplace writing (reports, technical articles, correspondence, and websites), we will draw from a broad cross-section of texts, including also fiction, journalism, drama, and creative non-fiction.

Written assignments ask students to practice the conventions of workplace documents, such as memos and informal reports, while also engaging in particular strategies of critical reading and analysis.

Instructor:

Jeanne Iribarne (Call me "J" or Jeanne)

Office: CC 119B

Office Hours: Tuesday 1:00-2:00 OR by appointment

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Texts:

Although there is no official "text" for this class, students will be responsible for acquiring readings throughout the term (we will discuss this in class). A good writing reference guide, such as *A Canadian Writer's Reference* (by Diana Hacker), is recommended.

Course Description (from the calendar):

This course expands critical reading abilities in order to succeed in professional writing. Students analyze diverse reading material for elements of meaning, significance, style and rhetorical strategies. They then learn to collect, evaluate, and report this material to craft clear, concise, purposeful, and grammatically correct writing using various report-writing formats. (Prerequisites: English 10 or assessment)

Learning Objectives:

In this course, students will learn to

- to read using four techniques (skimming, scanning, analysis, and interpretation)
- to recognize and evaluate argument, support and evidence
- to quote, paraphrase, and summarize correctly
- to recognize and evaluate different writing genres
- to use different methods of responding to texts
- to develop support into a series of fully developed, linked paragraphs using various writing formats from the workplace
- to write concisely, using correct grammar and good expression

Important Course Policies:

1. Late assignments: assignments are due at the beginning of class on the due date. Late assignments will lose 10% per day for the first two days unless students receive prior permission from the instructor.

2. If you miss in-class work, you will receive a zero (unless you can prove a medical emergency). Check with me *beforehand* if you know in advance that you will be unable to attend.
3. Please be careful when using other people's words or ideas. Using them without identifying the author constitutes fraud (plagiarism) and can have a lasting impact on this course and your future studies. See me if you are in any doubt about where to draw the line between your work and someone else's.

Evaluation:

Assignment Number	Task	Value
1 (in-class)	Recognizing Good Writing	5%
2	Quotation, Paraphrase, and Summary	5%
3	Evaluating Sources (Memo)	5%
4	Comparing Arguments (Informal Report)	10%
5 (oral, in-class)	Presenting an Argument	5%
6	Pressing your Case (Proposal)	10%
7 (in-class)	Technical Description	10%
8	Expanded Technical Definition	10%
9	Evaluating an Argument (Informal Report)	20%
10	Reader Responses	10%
11 (in-class)	Final Exam	10%

NOTE:

1. Students who cannot pass the in-class assignments will NOT pass the course.
2. ALL assignments must be completed in order to pass the course.

English 093 Syllabus

Date	What We Will Cover	Major Assignments
Jan 7, 9	Course introductions Descriptive, narrative, and expository writing	diagnostic
Jan 14, 16	Recognizing good writing	Assign. 1
Jan 21, 23	Quotation, paraphrase, and summary Focusing on audience Recognizing tone, style, and genre	
Jan 28, 30	Evaluating sources (research skills) What is an argument?	Assign. 2
Feb 4, 6	When do we use arguments in technical and professional writing?	Assign. 3
Feb 11, 13	Analyzing and responding to arguments Persuasive Writing (Proposals)	
Feb 18, 20	Evaluating arguments	Assign. 4 Assign. 5 (begins)
Feb 25, 27	Technical description (presentations)	Assign. 6
Mar 4, 6	Technical definition (presentations)	Assign. 7 (in-class)
Mar 11, 13	Assessing reports	Assign. 8
Mar 18, 20	Review	Assign. 9 (Tues.) Assign. 10 Final Exam (in-class)

Notes on the syllabus:

1. Since every group of writers and readers is unique, the syllabus is **bound** to change.
2. If you cannot make it to class, the work and assignments you miss are YOUR responsibility.
3. Unless otherwise noted, assignments are due on Thursday.