

## COURSE OUTLINE FOR ENGLISH 170 (Tech & Prof Comm -1)

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**Texts:** *Technically-Write!* Canadian Fifth Edition, by Ron Blicq and Lisa Moretto (Required) and any pocket style grammar manual

### 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. Prerequisites: English 12, English 082, English 092 or assessment

### LEARNING OUTCOMES

#### Course Content

#### *Students will*

#### WRITING FORMATS

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 which 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

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

#### WRITING STYLE

analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.

#### DOCUMENT DESIGN

write in a style that exhibits brevity and clarity and avoids words of low information content. design documents for readability: short paragraphs, bullets, headings, tables, effective space and layout.

illustrate technical documents appropriately using charts, graphs and tables.

#### DOCUMENT INTEGRITY

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

write all technical documents using correct spelling, grammar and usage.

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### ATTENDANCE

< For every class, I prepare and cover material that is vital and valuable. If you miss a class, it is your responsibility to find out and know the material I have covered and to get a copy of your classmate's handout. I suggest organizing a study partner who will collect materials for you if you are away.

### ASSIGNMENT POLICIES

< **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS WORTH 5% AND MORE AND WRITE ALL QUIZZES TO PASS THIS COURSE.

< **Late Submission Policy:** You must submit assignments on time. If you are sick or have extenuating circumstances, contact me *before* the assignment is due; we may be able to negotiate a new deadline. The late penalty is 10% for one day late. After that, I will not accept assignments. Assignments are due at the beginning of class; if they are handed in during class but after I have already collected them, they lose 5%.

< **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who first prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

### ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- < Use white paper 8" X 11 inches.
- < Write on one side of the paper.
- < Ensure high print quality.
- < Single space text with double space between paragraphs. Use block format (no indentations).
- < Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- < For multi-page assignments place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- < Submit pink evaluation sheets with every assignment that uses one. You must complete all information at the top of this pink evaluation sheet. Submit it with your assignment; do not affix it to your assignment. **I will not mark your assignment unless you include a yellow sheet with it.** Photocopy a classmate's if you lose yours.
- < Please, do not include any title pages, covers, binders, laminates, or any protective apparatus to your assignments. Just submit your assignment (stapled) and the pink evaluation sheet (unaffixed).

### PRINCIPLES OF EVALUATION OF COURSE WORK

- < There is no maximum percentage of an assignment mark deducted for grammar and usage.
- < There will not be a final exam.

### EXIT REQUIREMENTS

Students must

- < Meet attendance requirements of instructor.
- < Meet assignment submission deadlines of instructor.
- < Complete all assignments on the major assignment list and the test list to a 60% mastery level.
- < Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

## **Fall 2003 - 070 Schedule**

### **Week 1: Sept 3-5**

- course introduction
- reading and writing assessment
- ch1 Families/writing paragraphs

### **Week 2: Sept 9-12**

- ch1 Families/ch3 Natural disasters/paragraphs/parts of speech

### **Week 3: Sept 16-19**

- ch 3 Natural disasters/ descriptive & narrative paragraphs/sentence types

### **Week 4: Sept 23-26**

- ch4 Conflict management/paraphrase/summary/process & comparison and contrast paragraphs/fragments
- 1<sup>st</sup> grammar quiz

### **Week 5: Sept 30-Oct 3**

- ch5 Crossing Cultures/ classification & cause and effect paragraphs/run-on sentences
- 1<sup>st</sup> in-class reading
- 1<sup>st</sup> in-class writing (paragraph)

### **Week 6: Oct 7-10**

- ch6 Friendship/community/essay writing/tenses

### **Week 7: Oct 14-17**

- ch7 Ethics/ comparison and contrast essay/pronoun problems

### **Week 8: Oct 21-24**

- midterm reading/summary/writing/1<sup>st</sup> standardized test

### **Week 9: Oct 28-31**

- ch8 Intelligence/ classification & process essays/novel

### **Week 10: Nov 4-7**

- ch9 Canadian Demographics/cause and effect & descriptive essays
- 2<sup>nd</sup> in-class reading

### **Week 11: Nov 11-14**

- novel/narration
- 2<sup>nd</sup> in-class (1<sup>st</sup> essay)

### **Week 12: Nov 18-21**

- novel (film and quiz)

### **-Week 13: Nov 25-28**

- final reading/writing/grammar

### **Week 14: Dec 2-5**

- 2<sup>nd</sup> standardized test
- Feedback