

English 180 (Winter 2003)

Technical and Professional Communications II

Course Description and Objectives

This course prepares students in the technology programs for the communications skills required in their final-year project courses. Students will learn how to give short oral presentations and how to write feasibility reports, analytical reports and proposals. English 170 is a prerequisite. (Calendar Description)

In this course, students will learn to speak and listen effectively in workplace situations. More specifically, students will

- Use conflict resolution strategies in a simulated workplace setting
- Present a 4-minute speech
- Give a professional presentation in a team
- Participate effectively in meetings by speaking, chairing, agreeing on group norms, and writing an agenda, minutes and a log
- Design and use appropriate visual aids

Instructor

Jeanne Iribarne (Call me "J" or Jeanne)
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Text

Although there is no official "text" for this class, students will be responsible for some 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.

Evaluation

Unit Number	Task	Value
1 Conflict resolution	A. Written Assignment	10%
	B. Practical Assignment	10%
2 Presentations	A. 4-minute	15%
	B. Group	30%
3 Meetings	A. Group Contract	5%
	B. Agenda	5%
	C. Minutes	10%
	D. Log	5%
4 Group Participation		10%

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. A penalty of 20% applies to rescheduled presentations.
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.

English 180 Syllabus

Date	Lecture Topic	Workshop Topic	Readings and Assignments
Jan 9	1. introduction 2. conflict resolution	video	begin conflict resolution assignment
Jan 16	1. discussion of video 2. guest speaker	practice with resolution scenarios	
Jan 23	1. information on solo presentations 2. communicating in groups	<i>Conflict resolution practical test</i>	<i>Conflict resolution written assignment due</i>
Jan 30	1. information on group presentations 2. minutes, agendas and logs	Team recruitment First team meeting (team contract, schedule, etc.) Speaking strategies	
Feb 6	1. persuasion 2. elevator pitches		<i>Group contract and time management plan due</i>
Feb 13	1. writing winning proposals	<i>Solo presentations</i>	
Feb 20	1. formal presentations 2. plans	<i>Solo presentations</i>	<i>Group presentation topic proposal due</i>
Feb 27	1. introductions and transitions 2. visual aids	Workshop on using visual aids	
Mar 6	1. networking 2. job interviews	Workshop on job search communication Run-through of group presentation	<i>Group presentation outline due</i>
Mar 13	1. <i>Group Presentations</i>	<i>Group Presentations</i>	
Mar 20	1. <i>Group Presentations</i>	<i>Group presentations</i>	<i>Group presentation - agenda, minutes and log due</i>

