

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

Quarter 2, 2004

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Texts: Course Package from bookstore (Required), and any pocket style grammar manual (Optional).

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

Course Content	Students will
WRITING FORMATS	<p>Write workplace correspondence (letters, memos, and e-mails) and short reports using correct formats.</p> <p>Plan, organize, structure and write workplace correspondence (letters, memos, and e-mails) for a variety of everyday situations.</p> <p>Plan, organize, structure, and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).</p> <p>Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.</p> <p>Compose an effective resume in hard copy and in electronically scanable format.</p> <p>Compose an effective letter of application that relates skills to the job description.</p>
WRITING STRUCTURE	<p>Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).</p>
WRITING STYLE	<p>Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.</p> <p>Write in a style that exhibits brevity and clarity and avoids words of low information content.</p>
DOCUMENT DESIGN	<p>Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing, and layout.</p> <p>Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.</p>
DOCUMENT INTEGRITY	<p>Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).</p> <p>Write all technical documents using correct spelling, grammar, and usage.</p>

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

Winter/2004

ATTENDANCE

< For every class, I prepare and cover material that is vital and valuable. If you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due. I prefer that you contact me if you are going to miss a class (e-mail: benge@camosun.bc.ca; tel: 370-4493).

ASSIGNMENT POLICIES

< **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE.
< **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. *I will give a grade of >0' to assignments submitted later than one calendar week after the due date*
< **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 2 X 11 inches.
< Write on one side of the paper.
< Ensure high print quality.
< Use 12-point font.
< 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 evaluation sheets with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. **I will not mark your assignment unless you include an evaluation sheet with it.** See me 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 evaluation sheet (unaffixed).
(*English 172 and English 273 formal reports excepted*)

PRINCIPLES OF EVALUATION OF COURSE WORK

< There is no maximum percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
< I will give no writing assignment a passing grade if it contains more than one sentence error for every 100 words written.
< You will write at least one writing assignment in class.
< 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.

MAJOR ASSIGNMENTS	DUE * Copy due dates from itin	WORDS (Length)	YOUR PERCENT **	VALUE	YOUR TOTAL ***
1. Letter		200 max v		10%	
2. Memo Report (In Class)		200 max v		10%	
3. Illustrated Report (Practice)		400 max v		C / I	
3. Illustrated Report		400 max v		12%	
4. Inf Appt Script		1 pg max v		5%	
5. Resume		2 pg max v		10%	
6. Cover Letter		1 pg max v		8%	
7. User Manual (Instructions)		4-8 pgs v		20%	
OTHER ASSIGNMENTS	Complete these by due dates on itinerary; submit them last day of class.				
8. Workplace Writing Skills Ex		7 exercises		5%	
9. Grammar Lessons and Ex		21 exercises		3%	
TESTS					
1. Grammar Quiz No.1		N/A		5%	
2. Grammar Quiz No.2		N/A		12%	
TOTAL Semester				100%	_____ %

v These assignments must be word processed.

* Write in due dates from itinerary.

** All assignments will be marked in percentages i.e. out of 100.

*** To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your answer by 100.

5 Note that there is no final exam; instead, you will submit a final major assignment (User Manual) on the last day of class.

Letter Grade Conversions (Camosun College Standardized)

A+ - 95%	B+ - 80%	C+ - 65%
A - 90%	B - 75%	C - 60%
A- - 85%	B- - 70%	D - 50%

WEEK	LECTURE TOPIC	ASSIGNMENTS (DUE DATES*) EXERCISES, READINGS
JAN 05, 07	Introduction to Course: Itinerary, Assignment Details, Evaluation, Contact Info, Getting to Know You LIC words, Cliches <u>Grammar:</u> The Sentence (Modifiers), Parts of Speech, The Comma, The Semi-Colon	<u>WWS Ex No.1</u> - <i>Words and Phrases Misused</i> <i>In-class grammar exercises</i>
JAN 12, 14	Proofreading Strategies Workplace Writing Principles Letter Writing Formats and Techniques <u>Grammar:</u> Adjectives/Adverbs, Dep. Clauses	<u>WWS Ex No.2</u> - <i>Style and Tone</i> <i>In-class grammar exercises</i>
JAN 19, 21	Video: Sharpening Your Business Writing Skills -2 Parallelism/Bulleted (Vertical) Lists Practising the Immediate Approach <u>Grammar:</u> Sentence Types, Active/Passive, Sent. Comb.	1. Submit Letter Practising the Immediate Approach (In-class Ex) <u>WWS Ex No.3</u> - <i>Parallel Structure/Bulleted Lists</i> <i>In-class grammar exercises</i>
JAN 26, 28	Memo Writing Format Short Informal Reports <u>Grammar:</u> Sentence Errors, Adj or Adv, Prep Phrases	<u>WWS Ex No.4</u> - <i>Memo Revision - In-class exercise</i> <i>In-class grammar exercises</i>
FEB 02, 04	Illustrating Technical Reports (Graphics); Lab Ex. Sexist Language <u>Grammar:</u> Punct. (Colon, Apostrophe, Hyphen)	2. Memo Report (In Class) Submit Practice Illustrated Report <u>WWS Ex No.5</u> - <i>Job Description Exercise</i> <i>In-class grammar exercises</i>
FEB 09, 11	User Manual (Instructions) Video: Instructions Grammar Quiz No.1 - Monday	Grammar Quiz No.1 <u>WWS Ex No.6</u> - <i>Course Skills List</i>
FEB 16, 18	The Informational Appointment The Job Description Numbers, Measures, Abbreviations in Narrative <u>Grammar:</u> Subj/Verb ID, Subj/Verb Agr, Pronoun/Ref Agr	3. Submit Illustrated Report Read course package material on Numbers, Measures, and Abbreviations in Narrative <u>WWS Ex No.7</u> - <i>Numbers, Abbreviations</i> <i>In-class grammar exercises</i>
FEB 23, 25	The Resume <u>Grammar:</u> Pronoun Case	4. Submit Informational Appt. Script <i>In-class grammar exercises</i>
MAR 01, 03	The Cover Letter <u>Grammar:</u> Pronoun Reference	5. Submit The Resume/Job Description <i>In-class grammar exercises</i>
MAR 08, 10	<u>Grammar:</u> Review	6. Submit Cover Letter
MAR 15, 17	<u>Grammar:</u> Review Grammar Quiz - Monday	Grammar Quiz 7. Submit User Manual 8./9. Submit Wkplace Writ Skill / Grammar Ex