

CAMOSUN COLLEGE - COURSE OUTLINE

Engl. 180, Sections 1A & 1B

JANUARY – MARCH 2004 (QUARTER 2, 2004)

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Office Hrs: Mon-Wed 9:30-noon

COURSE OUTCOMES FOR ENGLISH 180

CALENDAR DESCRIPTION

ENGL 180 TECHNICAL AND PROFESSIONAL COMMUNICATIONS 2 (1.5) – This course prepares students in the civil engineering program for the communications skills required in their final-year project courses. Students will learn how to give a short solo oral presentation and a group presentation, learn and practice conflict resolution strategies, and write reports and proposals.

LEARNING OUTCOMES

Course Content

Students will

WRITING FORMATS

Write a technical proposal that clearly delineates the concept being advocated.

Write a technical report in memorandum format using the correct layout and design.

WRITING STYLE

Write in a style that exhibits brevity and clarity and avoids words of low information content.

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

Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing, and layout.

Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions

DOCUMENT INTEGRITY

Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).

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

ORAL REPORTING

Perform a solo and a group presentation to peers using the principles of effective speaking, anxiety control, and visual aid enhancement.

TEAM WORK

Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.

Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

Evaluation

Assignment	Assignment elements	Date	Value
Assignment 1: 2-minute oral	Email Presentation notes	Jan 13 Jan 15	10%
	Oral presentation	Jan 15	
Assignment 2: 2-minute oral	Email Presentation notes	Jan 27 Jan 29	20%
	2 minute oral presentation	Jan 29	
Assignment 3: Written report and Presentation	Minor elements	Feb 26	35%
	Written formal report		
	10 minute group presentation		
Assignment 4: Written report and Presentation	Minor elements	Mar 18	35%
	10 minute group presentation		
	Written formal report		

Due dates and late papers

- **You must do all four oral presentations and complete and submit all the written elements of the assignments to pass this course.** Even if you have to complete an assignment so late that it receives 0, it must be submitted by March 26—the final day of exam week—and **must fulfill the requirements of the assignment.** If you have left any assignments unsubmitted or incomplete by March 26, your final grade will be F.
- Unless you consult me well in advance to arrange a deferral, assignments submitted after the normal due date will be penalized 5% per day including weekends.

Assignment format

- Word-process on 8 1/2 X 11" white paper.
- In most cases, write on one side of the paper only.
- Use full block format; that is, single space the text, and double space between paragraphs. Do not indent paragraphs.
- Use 12 point font as a default. Use no font smaller than 10 point.
- 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 appropriate.
- 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		

DATE	LESSON OVERVIEW
<p>Week 1 Thursday January 8</p>	<p>Intro to course</p> <ul style="list-style-type: none"> • Rationale for presentation skills for engineers • Establishing groups • Selecting field sites (Open logs) <p>Intro to 2-min orals</p> <ul style="list-style-type: none"> • Lecture: effective presentations / evaluation • Visuals • Prepping orals and visuals <p>Schedule orals for next class</p> <p>PowerPoint</p> <ul style="list-style-type: none"> • Puerile slide show • What not to do <p>Homework:</p> <ul style="list-style-type: none"> • Read the handouts • Finish prepping your 2-min orals • Send email by Tues night. • Prep point-form memo to hand to me at beginning of next class.
<p>Week 2 Thursday January 15</p>	<p>Assignment 1: 2-minute orals</p> <p>Homework: You should be close to finalizing the field site arrangements by now. Make sure the log is up to date.</p>
<p>Week 3 Thursday January 22</p>	<p>Debrief 2 minute orals and schedule orals for next class.</p> <p>Review</p> <ul style="list-style-type: none"> • information gathering interview skills <ul style="list-style-type: none"> ○ premise ○ formulating questions ○ taking notes • memo skills <p>Group meetings for field trip</p> <ul style="list-style-type: none"> • prep questions <p>Homework:</p> <ul style="list-style-type: none"> • Finalize second two-min oral • Send email by Tues night. • Prep point-form memo to hand to me at beginning of next class.

DATE	LESSON OVERVIEW
<p>Week 4 Thursday, January 29</p>	<p>Handouts: Groups and Sites for second field trips</p> <p>Assignment 2: 2-min orals</p> <p>Memo evaluation reports</p> <p>Time permitting: group meetings for field trip</p> <p>Homework:</p> <ul style="list-style-type: none"> • Finalize field trip 1 arrangements if you haven't already done so. • You need to arrange field trip 2 immediately.
<p>Week 5 Thursday, February 5</p>	<p>Field Trips</p>
<p>Week 6 Thursday, February 12</p>	<p>Reading Break No class</p>
<p>Week 7 Thursday, February 19</p>	<p>Lecture: group presentations</p> <ul style="list-style-type: none"> • Appearance • Hand-offs • Sharing responsibilities • Technology <p>Writing up the reports</p> <ul style="list-style-type: none"> • Exec summary • SI Units • Tables and Charts • Background (your premise) • Tone / 7 Cs • Headings / revealing the bones of the report • Peer edit <p>Prepping orals</p> <ul style="list-style-type: none"> • Group meeting • Slides <p>Homework:</p> <ul style="list-style-type: none"> • Finalize your written report and group presentation for next class • Field trip 2 arrangements should be complete by now.

<p>Week 8 Thursday, February 26</p>	<p>DUE: Assignment 3: Report and Oral Presentation</p> <p>Group orals</p> <p>Homework: Finalize preparations for second field trip.</p>
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DATE	LESSON OVERVIEW
Week 9 Thursday, March 4	Field Trip #2
Week 10 Thursday, March 11	Writing up and peer editing the reports Group meeting Prepping orals Homework: <ul style="list-style-type: none"> • Finish written report and oral prep for next class.
Week 11 Thursday, March 18	DUE: Assignment 4: Written report and group oral presentation