

COURSE OUTLINE FOR ENGLISH 171 (Technical Communication 1)

Quarter 3, 2004

Instructor: Joe Bengé

Phone: 370-4493

Office Hours: Tues./Thurs. 10:30-11:20

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

A Canadian Pocket Style Manual, Diana Hacker (Optional)

Office: CBA 119B

Classes: Mon/Wed - 09:30-11:20

Credits: 3.0

CALENDAR DESCRIPTION

ENGL 171 (3.0) - This is an introductory course in technical (workplace) writing and deals with workplace correspondence (letters, memos, e-mails), workplace reports, technical description, and technical summarizing. The course includes the following topics: writing structure (the immediate approach), writing style (material highly-specific, fact-filled and audience-focused), document design, document integrity (adherence to national standards), and grammatical correctness.

LEARNING OUTCOMES

Course Content	<i>Students will</i>
WRITING FORMATS	Write letters, memos, and short reports using correct formats. Plan, organize, structure, and write workplace correspondence (letters, memos, and e-mails) for a variety of everyday situations. Plan, organize, structure, and write informal workplace reports for a variety of work-related reasons (progress, trip, complaint, incident). Write technical description which can be interpreted clearly. Summarize technical material.
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. Write in a style that exhibits brevity and clarity and avoids words of low information content.
DOCUMENT DESIGN	Employ the tenets of document design on all technical-writing formats. 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 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	WORDS	YOUR PERCENT *	VALUE	YOUR TOTAL **
1. Letter		200 max._		10%	
2. Workplace Report		250 max._		10%	
3a. Illustrated Report (Practice)		400 max._		C/I	
3b. Illustrated Report		400 max._		15%	
4. Technical Description		1 pg. max. _		10%	
5. Technical Summary		1 pg. max _		15%	
OTHER ASSIGNMENTS					
8. Workplace Writing Ex.		6 Exercises		5%	
9. Grammar Lessons and Ex.		(21x1) pages		3%	
TESTS					
1. Workplace Report (In-class)		300 max._		15%	
2. Grammar Quiz No.1		N/A		5%	
3. Grammar Quiz No.2		N/A		12%	
TOTAL Semester				100%	_____ %

_ These assignments must be word processed.

* 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.

➔ **Note that there is no final exam.**

Letter Grade Conversions

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