ENGL 170-2: Technical & Professional Communications 1

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Office Hours: Tues. 4:20-5:00, Wed. 10:30-12:00, Thurs 4:20-5:00, or by appointment.

Required Texts and Supplies:
- Gary Blake and Robert W. Bly. *The Elements of Technical Writing.*
- Course pack: *Write, Technically – Technical and Professional Communications 1,*
- Several 3 ½ inch diskettes for use in the lab
- Card stock portfolio for handing in written work

Important Dates:
> October 11   Tuition fees due; Thanksgiving Day   (College closed)
> November 11 Remembrance Day   (College closed)
> November 15 Last day to withdraw without academic penalty
> December 10 Last day of classes for Quarter 1

Course Description: This course focuses on writing for the workplace, including writing formats, structure, style, document design and integrity, with a comprehensive review of grammar, punctuation and usage. Students 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, ENGL 082 or 092, or assessment.

Learning Outcomes: By the end of this course, students will…

WRITING FORMATS	- Plan, organize, structure and write business letters and memos for a variety of everyday situations. - Write letters, memos, and short reports using correct formats. - 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 using either the direct approach (under normal circumstances) or the indirect approach (for bad news and persuasive situations).
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. - Illustrate technical documents appropriately (charts, graphs and tables) using technical writing conventions.
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.

Important Points:

Letter Grade Conversions: These are standard across Camosun College.

A+	95%	B+	80%	C+	65%	F	<50
A	90%	B	75%	C	60%	W	Withdrew
A-	85%	B-	70%	D	50%	I	Incomplete

Due Dates: **All assignments are due at the beginning of class on the due date.** Assignments brought late to class or by 4:30 on the due date will be docked 5%. Each day that an assignment is late it will be docked an additional 10%, to a minimum of 50%, after which they will not be accepted. Extensions will be given in exceptional circumstances **only when discussed prior to the due date**. Illness will only be accepted as a valid excuse with a doctor's note.

Assignment Submission: You must submit ALL assignments in order to pass this class; even if an assignment is so late that it will receive a zero, you must still hand it in. If you are missing any assignments on the day of final grade submission (December 13) you will receive an F.

Attendance: This class is designed as a workshop integrating lectures, group work, individual work, lab exercises and discussions. Attendance is mandatory to do well. Unscheduled quizzes and in-class work will contribute to your learning and your mark. Missed in-class quizzes or missed peer editing sessions will result in a loss of 2% from your final grade. Minor missed in-class assignments will result in a loss of 1% from your final grade.

Plagiarism: Academic offences are extremely serious and will be reported. In the first instance of academic dishonesty, the assignment will receive a zero. In the second instance, the offending student will receive an "F" for the course.

Tests & Assignments	Value	Due Date	Length
Correspondence Portfolio	10%	October 18	2 letters & 2 emails of 200-250 words each
Memo	15%	November 1	2–4 pages
Illustrated Report	15%	November 10	400–500 words
User Manual	20%	November 22	10–15 pages
Job Search Documents	20%	December 8	1 page information interview & contacts 2 page (maximum) resume 200-300 word cover letter
Grammar & Copy Edit Test	10%	December 6	In-class
In-class assignments (incl. spot quizzes and peer editing)	10%	Ongoing	-2% for each missed peer-edit session or quiz

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Schedule

Week	Topics	Labwork	Readings	Assignments
1	Intro. to course Diagnostic grammar quiz Intro to the 7 C's	Orientation to lab Review of grammar quiz	*ETW* 3-19 *TW* 1-9	
2	Correspondence: Letters & Email	Formatting letters and emails Assignment expectations	*ETW* 125-133 & 135-136	
3	Grammar (No classes Monday)	Exercises Online resources	*ETW* 47-61	
4	Style: messaging, clarity & brevity		*ETW* 63-96 *TW* 10-12	Correspondence Portfolio
5	Memos and short reports	Formatting memos and reports: pagination, headers & footers	*ETW* 133-141 & 119-123	
6	Document design: white-space, visuals, headings	Manipulation of visuals	*TW* 13-14	
7	Instructions I: simple instructions, definitions & descriptions	Layout, cover pages, online research	*ETW* 144-145 & 154-156	Memo
8	Instructions II: The User's Manual	Table of contents, numbers & symbols	*ETW* 21-46	Illustrated Report
9	The Job Search: interviews, resumés & cover letters	Online job resources, resumé formats	*TW* 15-24	
10	Copyediting Review of trouble areas	Quiz		User's Manual
11	Review, peer-edit (Monday)			Job Search Portfolio