

ENGL 170-4: 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Present information appropriately using either the direct approach (under normal circumstances) or the indirect approach (for bad news and persuasive situations).
WRITING STYLE	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Design documents for readability. • Illustrate technical documents appropriately (charts, graphs and tables) using technical writing conventions.
DOCUMENT INTEGRITY	<ul style="list-style-type: none"> • 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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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 15	400-500 words
User Manual	20%	November 22	10-15 pages
Grammar & Copy Edit Quiz	10%	December 6	In-class
Job Search Documents	20%	December 9	1 page information interview & contacts 2 page (maximum) resume 200-300 word cover letter
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	<i>ETW</i> 3-19 <i>TW</i> 1-9	
2	Correspondence: Letters & Email	Formatting letters and emails Assignment expectations	<i>ETW</i> 125-133 & 135-136	
3	Grammar (No classes Monday)	Exercises Online resources	<i>ETW</i> 47-61	
4	Style: messaging, clarity & brevity		<i>ETW</i> 63-96 <i>TW</i> 10-12	Correspondence Portfolio
5	Memos and short reports	Formatting memos and reports: pagination, headers & footers	<i>ETW</i> 133-141 & 119-123	
6	Document design: white-space, visuals, headings	Manipulation of visuals	<i>TW</i> 13-14	
7	Instructions I: simple instructions, definitions & descriptions	Layout, cover pages, online research	<i>ETW</i> 144-145 & 154-156	Memo
8	Instructions II: The User's Manual	Table of contents, numbers & symbols	<i>ETW</i> 21-46	Illustrated Report
9	The Job Search: interviews, resumés & cover letters	Online job resources, resumé formats	<i>TW</i> 15-24	
10	Copyediting Review of trouble areas	Quiz		User's Manual
11	Review, peer-edit (Monday)			Job Search Portfolio