

**CAMOSUN COLLEGE - COURSE OUTLINE**  
**ENGLISH 170: TECHNICAL & PROFESSIONAL COMMUNICATIONS 1**  
**SECTION 3, MANUTECH**  
**QUARTER 2, JANUARY 2005**

Instructor:	Norma DePledge	Office:	CC 119B
Phone:	370-4436	Office Hrs:	Mon 2:30 – 4:00
Email:	depledge@camosun.bc.ca		Wed 9:30 – 12:20

**Required Texts and Materials**

Course Pack: *English 170 Course Pack: APT to Write Technically*. Norma DePledge

Good college dictionary

Diskettes

<b>COURSE OUTLINE FOR ENGLISH 170</b>	
<b>CALENDAR DESCRIPTION</b>	
<p><b>ENGL 170 - TECHNICAL AND PROFESSIONAL COMMUNICATIONS 1 (3.0)</b>            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.</p>	
<b>LEARNING OUTCOMES</b>	
<b>Course Content</b>	<i>Students will</i>
<p><b>WRITING FORMATS</b></p> <ul style="list-style-type: none"> <li>• Write letters, memos, and short reports using correct formats.</li> <li>• Plan, organize, structure and write business letters and memos for a variety of everyday situations.</li> <li>• Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).</li> <li>• Write a user manual that employs clear instructions and procedures which can be followed accurately without confusion.</li> <li>• Compose an effective resume in hard copy and electronically scanable format.</li> <li>• Compose an effective letter of application which relates skills to the job description.</li> </ul>	
<p><b>WRITING STRUCTURE</b></p> <ul style="list-style-type: none"> <li>• Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).</li> </ul>	
<p><b>WRITING STYLE</b></p> <ul style="list-style-type: none"> <li>• Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.</li> <li>• Write in a style that exhibits brevity and clarity and avoids words of low information content.</li> </ul>	
<p><b>DOCUMENT DESIGN</b></p> <ul style="list-style-type: none"> <li>• Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.</li> <li>• Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.</li> </ul>	
<p><b>DOCUMENT INTEGRITY</b></p> <ul style="list-style-type: none"> <li>• Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).</li> <li>• Write all technical documents using correct spelling, grammar, and usage.</li> </ul>	

**ASSIGNMENTS AND EXAMS** (Due dates may be subject to change.)

TESTS AND ASSIGNMENTS	DUE DATE	LENGTH	YOUR GRADE IN PERCENT	ASSIGNMENT VALUE	YOUR TOTAL
Assignment I: Correspondence Portfolio	Feb 17	200 – 250 / letter		15%	
Assignment II: Illustrated Report	Feb 24	500 + wds		15%	
Assignment III Midterm Exam	March 1			15%	
Assignment IV: User Manual	March 8	10-15 pages		20%	
Assignment V: Job Search Documents <ul style="list-style-type: none"> <li>• Info interview &amp; contacts</li> <li>• Résumé</li> <li>• Cover letter</li> </ul>	March 17	1 page max 2 pages max 200 - 300 wd		20%	
Job Search & Copyedit Exam	March 17			5%	
Homework & Peer Edits @ -2% for each missed Peer edit or assigned homework.	TBA & Weekly schedule			10%	
<b>TOTALS</b>				100%	

**PEER EDITS**

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments in this course. I will grade papers with the assumption that a peer edit has been done. A paper will not, therefore, receive additional marks for having a peer edit. Rather, it will lose marks for the absence of a peer edit.

**Failure to bring a completed draft to the class and to participate in the peer editing will result in the loss of 2% from your final grade.** As an example, a student who misses two peer edits could have her or his final grade reduced from 80% (B+) to 76% (B).

I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.

**CALCULATING YOUR GRADE**

The sum of all assignments, quizzes and exam is 100 points. To keep a running total of the points you have accumulated, multiply your “GRADE IN PERCENT” by the “ASSIGNMENT VALUE.” Put the raw number in the column marked “Your Total.” You can then compare the number of points you’ve accumulated to date against the total number of points.

In addition to quizzes that count toward your final grade, there will be a number of open book quizzes and copyedits that don’t count for marks. Their purpose is to help you learn grammar and effective communication concepts. They will also prepare you for the Grammar and Copyedit exam.

**ATTENDANCE**

Attendance is vital. I take it seriously, and you should too.

**If you miss an exam without prior consultation and a deferral from me, you will need a doctor’s note in order to be granted permission to write it late. Without the doctor’s note, your grade will be zero.**

**If you miss a peer edit, similarly you will lose the marks.**

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

**DUE DATES AND LATE PAPERS**

- **You must complete and submit all assignment to pass this course.** Even if you have to submit a paper so late that it will receive 0, it must be submitted by the beginning of the exam period, March 18, 2005, and **must fulfill the requirements of the assignment.** If you have left any assignments unsubmitted or incomplete by March 18, your final grade will be F.
- Assignments are due on the due date at the beginning of class.
- 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.

**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		