

CAMOSUN COLLEGE - COURSE OUTLINE

Engl. 180, Sections 1& 2

JANUARY – MARCH 2005

Instructor: Norma DePledge
Phone: 370-4436
Email: depledge@camosun.bc.ca

Office: CC 119B
Office Hrs: Mon 2:30 – 4:00
Wed 9:30 – 12:20

Required Texts

Course Pack: *English 180: Technical & Professional Communications 2*. Norma DePledge

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: Two-minute oral	Email & 2 minute oral presentation	Jan 24 Jan 29	15%
Assignment 2: Written report and Presentation	Minor elements (5) Written formal report (20) 10 minute group presentation (25)	Feb 26	50%
Assignment 3: Presentation memo, cue cards, and presentation	Minor elements (5) Presentation memo, cue cds (15) 10 minute group presentation (15)	Mar 18	35%

Due dates and late papers

- **You must do all three 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 25—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 25, 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		