COURSE OUTLINE FOR ENGLISH 172 (Technical Communications-2)
Spring/2005

Instructor: Joe Benge
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Office Hours: Mon /Tues/Thurs, 10:30-11:20

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Class: Tues./Thurs. - 08:30-10:20
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Texts: Course Package (Required)

CALENDAR DESCRIPTION

ENGL 172 - TECHNICAL COMMUNICATIONS-2 (3.0)
English 172 focuses on communicating (reading, writing, and speaking) in the workplace; it covers writing formats, writing structure, writing style, document design, document illustration, document integrity, documentation, and a comprehensive review of grammar, punctuation and usage. Students will review workplace correspondence and informal reports, write proposals, progress reports, and a formal report of a technical investigation. Students will also present the technical investigation orally using *PowerPoint.*

LEARNING OUTCOMES

Course Content	*Students will*
WRITING FORMATS	Plan, organize, structure and write letters, memos, and short reports for a variety of everyday situations using correct formats
	Write a formal report on a technical investigation using correct format and documentation.
	Write a technical proposal which demonstrates the clarity and the value of the technical investigation being advocated.
	Write a progress report in memorandum format that demonstrates the team's status.
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 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.
DOCUMENTATION	Support writing with relevant and substantiated evidence, and document sources using IEEE conventions.
ORAL REPORTING	Present a formal technical report (fifteen minutes) using *PowerPoint*.
TEAM WORK	Use the principles and dynamics of working in a team to enhance the quality of reports. use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

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 ½ 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 pink evaluation sheets with every assignment that uses one. You must complete all information at the top of this pink evaluation sheet. Submit it with your assignment; do not affix it to your assignment. **I will not mark your assignment unless you include a pink 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 pink 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.
< No writing assignment will be given a passing grade if it contains more than one sentence error for every 100 words written.
< At least one writing assignment will be written 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.