COURSE OUTLINE
ENGLISH 172
(Technical Communications 2)
Summer / 2005

Instructor: Paul Gamache   **Office:** Tech. Building 264
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Office Hours:

Course Texts: Required – Course Package, available in the Bookstore; a grammar/writing text;
Optional – *Technically-Write!* Canadian Fifth Edition, by Ron Blicq and Lisa Moretto;
– *A Canadian Pocket Style Manual*, by Diana Hacker.

CALENDAR DESCRIPTION

English 172 focuses on communicating (reading, writing, 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

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 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 (memorandum) which demonstrates the team's status.

WRITING STYLE   Write with brevity and clarity and avoid 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 efficient, effective documents that are readable.

Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate 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.

DOCUMENTATION   Support writing with relevant and substantiated evidence, and document sources using the IEEE conventions.

ORAL REPORTING   Present a formal technical report (fifteen minutes) using *PowerPoint*.

TEAM WORK   Use the principles of good team work to enhance the quality of reports.

ASSIGNMENTS / VALUE

ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Business Letter	**Thursday, July 14**	**10%**	**/10**
2. Memo Report	**Thursday, July 21**	**10%**	**/10**
3. Technical Investigation:			
a. Proposal	**Thursday, August 4**	**10%**	**/10**
b. References List	**Thursday, August 18**	**—**	**C / I**
c. *PowerPoint* Presentation	**Thursday, Aug. 23, Sept. 1, 8**	**15%**	**/15**
d. Formal Report	**Thursday, September 8**	**30%**	**/30**
TOTAL FOR ASSIGNMENT #3			**/55**
4. Grammar Quiz 1	**Thursday, July 28**	**5%**	**/5**
5. Grammar Quiz 2	**Thursday, September 8**	**10%**	**/10**
6. Workplace Writing Exercises	**Thursday, September 8**	**5%**	**/5**
7. Grammar Lessons and Exercises	**Thursday, September 8**	**5%**	**/5**
TOTAL		**100%**	**/100**

ASSIGNMENT POLICIES

SUBMISSIONS   **You must submit all of the assignments to pass the course**.

LATE SUBMISSIONS   You must work on assignments ahead of the due date and submit them on time. **<u>Any late assignment will receive a grade of zero.</u>** If you know have trouble with an assignment, contact me <u>at once</u>.

PLAGIARISM   You are responsible for documenting all of your sources. Failure to do so will be considered as plagiarism. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action. If you are unsure about

what or how to document, <u>ask me immediately!</u>

ASSIGNMENT FORMAT   Please follow these conventions for assignments.

< Use white paper 8 ½ X 11 inches.

< Use one side of the paper only.

< Ensure high print quality; use 12-point font size.

< Single space text with double space between paragraphs.

< Default to the margins designated by your word processing software (no less than one inch all round).

< For multi-page assignments, place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple the top left corner.

< Do not include any title pages, covers, binders, laminates or any protective apparatus with assignments. Just submit the assignment. (*English 172 formal reports excepted*)

EVALUATION   < There is no maximum percentage deducted for poor grammar and usage.

< Writing assignments containing more than one sentence error for every 100 words written will fail.

< At least one writing assignment will be written in class.

< There will not be a final exam.

ATTENDANCE   For every class, I prepare and cover material that is vital and valuable. ***If you miss a class or a group meeting, it is your responsibility to know the material that was covered and complete the assignments that were due.***

HOMEWORK   Arrive at each class with all of the homework completed. Many classes will involve activities that require prior preparation.

EXIT REQUIREMENTS

To pass the course, you must . . .

< Meet the attendance requirements.

< Meet the assignment submission deadlines.

< Complete all major assignments to a 60% mastery level.

< Demonstrate, to my satisfaction, mastery of the principles of grammar and usage.

LETTER GRADE CONVERSION

A+	95% – 100%	B+	80% – 84%	C+	65% – 69%
A	90% – 94%	B	75% – 79%	C	60% – 64%
A–	85% – 89%	B–	70% – 74%	D	50% – 59%

CLASS SCHEDULE

WEEK	LESSON / TOPIC	ASSIGNMENTS DUE*
1 **(June 27-30)**	• **Introduction to course** • **The writing process** • **Grammar/writing review**	
2 **(July 4-8)**	• **Workplace writing principles** • **Letter writing formats and techniques** Λ *Business Letter (Assignment #1)*	
3 **(July 11-15)**	• **Writing style** • **Wording** • **Grammar/writing review**	**Λ Business Letter due** **(Assignment #1)**
4 **(July 18-22)**	• **Memo writing format and technique** • **Short informal reports** • **Illustrations and graphics**	**Λ In-Class Memo Report** **(Assignment #2)**
5 **(July 25-29)**	• **Proposals** Λ *Technical Investigation Proposal* *(Assignment #3a)* • **Formal reports** • **Research and documentation**	**Λ Grammar Quiz 1** **(Assignment #4)**

6
 	
(August 1-5)
	• **Illustrating technical reports**
	• **Research and documentation**
	Λ *References List (Assignment # 3b)*
		Λ Technical Investigation
		  Proposal due
		  (Assignment #3a)

7 **(August 8-12)**	• *PowerPoint* **workshop** • **Oral presentation tips** • **Numbers, abbreviations**	
8 **(August 15-19)**	Λ *Technical Investigation Presentation* *(Assignment 3c)* • **Grammar/writing review**	**Λ References List due** **(Assignment #3b)**

9
 	
(August 22-26)
	Λ *Technical Investigation Formal Report*
	    (Assignment #3d)
	• **Grammar/writing review**
		Λ Technical Investigation
		  Presentations 1
		  (Assignment #3c)

10 **(Aug 29-Sept 2)**	• **Grammar/writing review** • **Problems?**	**Λ Technical Investigation** **Presentations 2**

11 (September 6-9)	• Grammar/writing review • Problems?	Λ Tech. Invest. Presentations 3 Λ Tech. Invest. Formal report due (Assignment # 3d) Λ Grammar Quiz 2 (Assignment #5) Λ Workplace Writing and Grammar Exercises due (Assignments #6 and #7)

* All assignments are due in class on Thursdays