

COURSE OUTLINE

ENGLISH 273

(Technical and Professional Communications 3)

Summer / 2005

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Office Hours:

Course Texts: Required – Course Package, available in the Bookstore;

Optional – *Technically-Write!* Canadian Fifth Edition, by Ron Blicq and Lisa Moretto;

– *A Canadian Pocket Style Manual*, by Diana Hacker.

CALENDAR DESCRIPTION

English 273 (1.5) provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a professional brochure, and a formal technical report. Presentation assignments include short oral progress reports, longer *PowerPoint* presentations and professional trade-show displays.

LEARNING OUTCOMES

Students will. . .

WRITING FORMATS

Write a formal report using correct format and documentation.

Write a technical proposal that demonstrates the clarity and the value of the technical concept being advocated.

Write a progress report that demonstrates the team's status.

Keep and update a log book of personal data, activities, ideas, and results.

Complete a peer evaluation form assessing each group member.

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.

ORAL REPORTING

Present a specification completion report orally to instructors and peers using effective presentation techniques.

TEAM WORK

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

Use conflict resolution to maximize the efficiency of group work.

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. **Any late assignment will receive a grade of zero.** If you know have trouble with an assignment, contact me at once.

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, ask me immediately!

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 273 formal reports and user manuals excepted)*

EVALUATION

< There is no maximum percentage of an assignment mark deducted for

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.

ASSIGNMENTS / VALUE

ASSIGNMENT	DUE DATE	VALUE	GRADE
1. Technical Proposal /Project Statement	Wed. July 6	10%	/10
2. Progress Report (Oral)	July 20/27 Aug 3	10%	/10
3. Progress Report (Written)	Wed. August 10	10%	/10
4. Formal Report (Design Project)	Wed. September 7	30%	/30
5. User/Installation/Construction Manual	Wed. September 7	15%	/15
6. Display (Presentation/Demonstration/Brochure)	TBA	15%	/15
7. Participation and Performance	various dates	10%	/10
TOTAL		100%	/100

PARTICIPATION AND PERFORMANCE

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.

PERFORMANCE/PARTICIPATION

- < **Participation** – Do a fair share of the work; don't try to get out of work.
- < **Leadership** – Organize activities well; avoid and/or resolve conflicts effectively.
- < **Responsibility** – Complete tasks on time; do quality work.
 - < **Reliability** – Attend classes, group meetings, teacher meetings (on time);
return e-mails within 24 hours.
- < **Co-operation** – Be easy going; don't dominate conversations or decision making.
- < **Team work** – Act to facilitate team performance and excellence.

LOG BOOK

You must keep a log book for the group and demonstrate that you have . . .

- < Written legibly and neatly in ink (no whiteout please).
- < Maintained frequent records of your project work .
- < Recorded realistically and accurately your achievements and obstacles.
- < Shown a logic and a connection of ideas.
- < Made it available for perusal by me.

Your log book may be of your own design (size, format, layout), but consider convenience and portability. It should always be available when you get an idea. Also remember to . . .

- < Make an entry at least once a day even if you say that nothing has happened.
- < Note dates.
- < Record information contacts.
- < Write accounts of personal frustrations, triumphs and revelations.

You may also keep a personal log book (optional - no grade). A personal log book will be invaluable for contributing to the group log book and for writing a peer evaluation report.

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)	<ul style="list-style-type: none"> • Introduction to course • Workplace writing principles <p>Λ <i>Technical proposal (Assignment #1)</i> T <i>grammar exercises 1 & 2</i></p>	
2 (July 4-8)	<ul style="list-style-type: none"> • The Formal Report <p>Λ <i>Formal report (Assignment #4)</i> T <i>workplace writing exercises</i> T <i>grammar exercises 3 & 4</i></p>	Λ Technical proposal due (Assignment #1)
3 (July 11-15)	<ul style="list-style-type: none"> • Oral presentation techniques <p>Λ <i>Oral progress report (Assignment #2)</i></p> <ul style="list-style-type: none"> • Research and documentation <p>T <i>workplace writing exercises</i> T <i>grammar exercises 5 & 6</i></p>	
4 (July 18-22)	<p>T <i>workplace writing exercises</i> T <i>grammar exercises 7, 8, & 9</i></p>	Λ Oral progress report 1 (Assignment #2)
5 (July 25-29)	<ul style="list-style-type: none"> • Progress Reports <p>Λ <i>Progress Report (Assignment #3)</i></p>	Λ Oral progress report 2 (Assignment #2)
6 (August 1-5)	<ul style="list-style-type: none"> • Problems? 	Λ Oral progress report 3 (Assignment #2)
7 (August 8-12)	<ul style="list-style-type: none"> • The User Manual <p>T <i>instruction writing (Assignment # 5)</i> T <i>documentation</i></p>	Λ Written progress report due (Assignment #3)
8 (August 15-19)	<ul style="list-style-type: none"> • Summary Writing • Illustrations: tables, graphs, charts, etc. • Report Format 	T <i>Executive Summary Exercise</i> (<i>in-class</i>)
9 (August 22-26)	<ul style="list-style-type: none"> • Finalize Formal Report • Prepare for Trade Show display 	
10 (Aug 29-Sept 2)	<ul style="list-style-type: none"> • Finalize Formal Report • Prepare for Trade Show display 	

<p style="text-align: center;">11 (September 6-9)</p>	<ul style="list-style-type: none"> • Finalize Formal Report • Prepare for Trade Show display 	<ul style="list-style-type: none"> Λ Formal report due (Assignment # 4) Λ User manual due (Assignment #5) Λ Trade Show display – TBA (Assignment #6)
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* **All assignments are due in class on Wednesdays**