



School of Arts & Science  
ENGLISH DEPARTMENT

ENGL 170-002  
Technical and Professional Communications 1  
Quarter 2 2007

COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

Calendar Description

English 170 focuses on writing for the workplace; it covers writing formats, writing structure, writing style, document design, document integrity and a comprehensive review of grammar, punctuation and usage. Students will learn to write letters, memos, e-mails, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way.

1. Instructor Information

(a)	Instructor:	Joe Benge
(b)	Office Hours:	Mon/Wed/Thur 10:30-11:20
(c)	Location:	CBA 119B
(d)	Phone:	250-370-4493
(e)	Email:	benge@camosun.bc.ca
(f)	Credits:	3

2. Intended Learning Outcomes

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

Upon completion of this course the student will be able to:

1. Write letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.
7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.

9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

### 3. Required Materials

	Texts	<b>Technically-Write!</b> Canadian Fifth Edition, by Ron Blicq and Lisa Moretto (Required) and any pocket style grammar manual (optional)

### 4. Course Content and Schedule

(Can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

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
<p>&lt; <b>Submissions:</b> YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES TO PASS THIS COURSE.</p> <p>&lt; <b>Late Submission Policy:</b> 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>I will give a grade of '0' to assignments submitted later than one calendar week after the due date.</i></p> <p>&lt; <b>Plagiarism</b> 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.</p>

ASSIGNMENT FORMAT: Please follow these conventions for all assignments:
<p>&lt; Use white paper 8 ½ X 11 inches.</p> <p>&lt; Write on one side of the paper.</p> <p>&lt; Ensure high print quality.</p> <p>&lt; Use 12-point font.</p> <p>&lt; Single space text with double space between paragraphs. Use block format (no indentations).</p> <p>&lt; Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.</p> <p>&lt; For multi-page assignments place page numbers and, for memos, abbreviated subject lines on subsequent pages. Staple pages in top left corner.</p> <p>&lt; 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. <b>I will not mark your assignment unless you include a pink sheet with it.</b> See me if you lose yours.</p> <p>&lt; 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). ( <i>English 172 and English 273 formal reports excepted</i>)</p>

## 5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

### 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.

## 6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at [camosun.ca](http://camosun.ca) or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.

<b>CW</b>	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.