



**School of Arts & Science  
ENGLISH DEPARTMENT**

**ENGL 180-Section 1  
Technical and Professional Communications 2  
Q2 January–March 2007**

## COURSE OUTLINE

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.

### 1. Instructor Information

(a)	<b>Instructor:</b>	Norma DePledge
(b)	<b>Office Hours:</b>	Mon 2:30 – 3:30 Tues & Wed 11:30 – 12: 20 Thurs 11:30 – 1:30
(c)	<b>Location:</b>	CC 119B
(d)	<b>Phone:</b>	370-4436
(e)	<b>Email:</b>	depledge@camosun.bc.ca

### 2. Intended Learning Outcomes

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

1. Write a technical proposal that clearly delineates the concept being advocated.
2. Write a technical report in memorandum format using the correct layout and design.
3. Write in a style that exhibits brevity and clarity and avoids words of low information content.
4. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.
5. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing, and layout.
6. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
7. Employ numbers, units, equations and abbreviations correctly in documents using the international System of Units (SI).
8. Write all technical documents using correct spelling, grammar, and usage.
9. Perform a solo and a group presentation to peers using the principles of effective speaking, anxiety control, and visual aid enhancement.
10. Use the principles and dynamics of working in a team to enhance the quality of reports and presentations.
11. Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.

## Students will learn:

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.

### 3. Required Materials

Texts	Course Pack: <i>English 180: Technical &amp; Professional Communications 2</i> . Norma DePledge
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### 4. Course Content

**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.

## 5. Basis of Student Assessment (Weighting)

Assignment	Assignment elements	Date	Value
Assignment 1: Two-minute oral	Email & 2 minute oral presentation	Jan 22 Jan 25	15%
Assignment 2: Written report and Presentation	Emails, quest's, thank yous (10) Group written formal report (15) 12 minute group presentation (15)	Feb 15 Feb 22	40%
Assignment 3: Presentation memo, cue cards, and presentation	Emails, quest's, thank yous (10) Presentation memo report (15) 12 minute group presentation (20)	Mar 15 Mar 15	45%

### 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 23—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 23, 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 2% 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.

## 6. Grading System

### 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.
CW	<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.

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.