

CAMOSUN COLLEGE - COURSE OUTLINE  
ENGLISH 172: TECHNICAL COMMUNICATIONS 2  
SECTION 01  
QUARTER 3, APRIL 2007

|             |                        |             |                    |
|-------------|------------------------|-------------|--------------------|
| Instructor: | Norma DePledge         | Office:     | CC 119B            |
| Phone:      | 370-4436               | Office Hrs: | Mon. 9:00 – 10:20  |
| Email:      | depledge@camosun.bc.ca |             | Tues. 10:30 – 1:00 |
|             |                        |             | Wed. 2:30 – 3:20   |

**Required Text**

Course Pack: *English 172 Course Pack*: Instructor Norma DePledge

| <b>COURSE OUTLINE FOR ENGLISH 172</b>   |   |
|---|---|
| <b>CALENDAR DESCRIPTION</b>   |   |
| <b>ENGL 170 - TECHNICAL COMMUNICATIONS 2 (3.0)</b><br>This course 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 <i>PowerPoint</i> . |   |
| <b>LEARNING OUTCOMES</b>  |   |
| <b>Course Content</b>   | <i>Students will study the following:</i> |
| <b>WRITING FORMATS</b>  |   |
| <ul style="list-style-type: none"><li>• Plan, organize, structure and write letters, memos, and short reports for a variety of everyday situations using correct formats.</li><li>• Write a formal report on a technical investigation using correct format and documentation.</li><li>• Write a technical proposal which demonstrates the clarity and the value of the technical investigation being advocated.</li><li>• Write a progress report in memorandum format that demonstrates the team's status.</li></ul>  |   |
| <b>WRITING STYLE</b>  |   |
| <ul style="list-style-type: none"><li>• Write in a style that exhibits brevity and clarity and avoids words of low information content.</li><li>• Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.</li></ul>   |   |
| <b>DOCUMENT DESIGN</b>  |   |
| <ul style="list-style-type: none"><li>• Design documents for readability employing short paragraphs, bullets, headings, tables, effective spacing, and layout.</li><li>• Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.</li></ul>  |   |
| <b>DOCUMENT INTEGRITY</b>   |   |
| <ul style="list-style-type: none"><li>• Employ numbers, units, equations and abbreviations correctly in documents using the International System of Units (SI).</li><li>• Write all technical documents using correct spelling, grammar and usage.</li></ul>  |   |
| <b>DOCUMENTATION</b>  |   |
| <ul style="list-style-type: none"><li>• Support writing with relevant and substantiated evidence, and document sources using IEEE conventions.</li></ul>  |   |
| <b>ORAL REPORTING</b>   |   |
| <ul style="list-style-type: none"><li>• Present a formal technical report (fifteen minutes) using PowerPoint.</li></ul>   |   |
| <b>TEAM WORK</b>  |   |
| <ul style="list-style-type: none"><li>• Use the principles and dynamics of working in a team to enhance the quality of reports.</li><li>• Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.</li></ul>   |   |

**EVALUATION OF COURSE** (Due dates may be subject to change.)

| TESTS AND ASSIGNMENTS  |                                | LENGTH        | DUE DATE     | VALUE       |
|--|--------------------------------|---------------|--------------|-------------|
| Assignment I: Direct Approach Letter   |                                | 200 wds       | April 18     | 10%         |
| Assignment II: Memo Report Exam  |                                | 300 + wds     | May 2        | 15%         |
| Assignment III: Technical Investigation<br>(option to work in pairs or solo) |                                |               |              |             |
|  | a. Proposal                    | 400 max       | May 16       | 10%         |
|  | b. References List             | 1 page        | May 23       | 5%          |
|  | c. Oral Presentation           | n/a           | June 12 & 13 | 15%         |
|  | d. Formal Investigation Report | 2000–3000 wds | June 22      | 30%         |
| Quizzes  |                                |               |              |             |
|  | Grammar Quiz 1                 | n/a           | May 8        | 5%          |
|  | Grammar Quiz 2                 | n/a           | May 29       | 10%         |
| <b>COURSE TOTAL</b>  |                                |               |              | <b>100%</b> |

**ASSIGNMENT POLICIES**

- **YOU MUST COMPLETE AND SUBMIT ALL ASSIGNMENT BY THE END OF EXAM WEEK, JUNE 22, 2007, TO PASS THIS COURSE.**
- **Late Submission Policy:** Assignments must be submitted on time. If you must submit an assignment late, consult me before the due date and we will discuss an extension. In that case, the late penalty will be 2% per day. If you do not consult me, the late penalty will be 5% per day.
- If you have left any assignments unsubmitted or incomplete by June 22, 2007, your final grade will be F.
- Assignments are due on the due date at the beginning of class.

**ATTENDANCE**

If you miss a class, it is your responsibility to know the material covered in that class and to complete the assignments and exercises.

**CAMOSUN COLLEGE EVALUATION FORMULA**

| 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.

| <b>TEMPORARY GRADE</b> | <b>DESCRIPTION</b>   |
|------------------------|--|
| <b>I</b>               | Incomplete: 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.   |
| <b>IP</b>              | In progress: 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>              | Compulsory Withdrawal: 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.

**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.