

	<i>School of Arts &amp; Science</i>
	<b>ENGLISH DEPARTMENT</b>
	<b>ENGL 170</b>
	<b>Technical Communications 1</b>
	<b>2008 Q2</b>

## COURSE OUTLINE

This introductory course in technical (workplace) writing deals with workplace correspondence (letters, memos, e-mails), workplace reports, technical description, and technical summarizing. The topics include writing structure (the “direct approach”), writing style (highly-specific, fact-filled and audience-focused), document design, document integrity (adherence to national standards), and grammatical correctness.

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### 1. Instructor Information

<b>Instructor:</b>	<b>Paul Gamache</b>
<b>Office Hours:</b>	<b>Tuesday, 9:30 – 12:30; other times by appointment</b>
<b>Location:</b>	<b>CC 119A</b>
<b>Phone:</b>	<b>381-7812</b>
<b>Email:</b>	<b>gamache@camosun.bc.ca (or) pjgamache@shaw.ca</b>

### 2. Intended Learning Outcomes

Upon completion of this course you 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 workplace situations;
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint);
4. Write clear instructions and procedures that can be followed accurately without confusion;
5. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations);
6. Analyze the needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use vocabulary appropriate for the intended audience;
7. Write in a style that exhibits brevity and clarity and avoids words of low information content;
8. Design documents for readability by employing short paragraphs, bullets, headings, tables, and effective spacing and layout;
9. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions;
10. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI);

11. Write all technical documents using correct spelling, grammar, and usage.

### 3. Required Materials

English 170 Coursepack (Gamache), available in the Bookstore.

### 4. Attendance

For every class, I prepare and cover material that is vital and valuable. If you miss a class, it is your responsibility to collect the handouts missed, know the material covered, and complete the assignments due.

### 5. Assignment Policies

a) **Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.**

**Submissions:** You must submit assignments on time. Late assignments will receive 0/100.

at If you know that you will be submitting an assignment late, consult me

least 48 hours before the due date and get a signed "Late Permission Slip" from me. Staple this permission slip to the assignment.

**Plagiarism:** Plagiarism 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.

**Assignment Format:** Please follow these conventions for all assignments:

Use white paper 8 1/2 X 11 inches;

Write on one side of the paper only;

Ensure high print quality;

Use 12-point font;

Single space text; double space between paragraphs. Use block format (no indentations);

Default to the margins designated by your word processing software (no less than one

inch all round). Adjust only if appearance is not compromised;

For multi-page assignments place page numbers and, for memos, abbreviated subject

lines on subsequent pages. Staple pages in top left corner;

Submit completed (top) evaluation sheets with every assignment that uses one. I will not

mark your assignment until you include an evaluation sheet. If you lose one, photocopy it;

Please omit title pages, covers, binders, laminates and/or any protective apparatus from

our assignments.

assignments that do not conform to the format requirements are “unacceptable.”

unacceptable assignments will not be graded until they are acceptable.

**Assignment Books:** Keep all of your assignments (and related documents) in the assignment

folder that I will give you. Submit assignments in this folder. It must contain all previous assignments.

## Distribution of Course Work / Assessment (Weighting) and Due Dates

Assignment	Due	Grade	Value	Total
1. Technical description	Wednesday, January 9		10%	
2. Workplace memo	Wednesday, January 16		10%	
3. Complaint letter	Wednesday, January 23		10%	
4. Executive summary	Wednesday, January 30		5%	
5. Informal report	Wednesday, February 6		10%	
6. Illustrated report #1	Wednesday, February 13		5%	
7. Illustrated report #2	Wednesday, February 27		15%	
8. User manual	Wednesday, March 12		15%	
9. Résumé / application letter	Wednesday, March 12		10%	
10. Quizzes (etc.)	various dates (in class)		10%	
<b>TOTAL</b>			<b>100%</b>	<b>%</b>

& Note that there is no final exam.

## 8. Grading System

### a) Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4

65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### b) Temporary Grades

Temporary grades are assigned for specific circumstances and convert to a final grade according to the grading scheme 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.

Temporary Grade	Description
<b>I</b>	<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.
<b>IP</b>	<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.

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

A variety of services is available to assist you. This information is available in the College calendar, at Student Services, and on the College web site at [camosun.ca](http://camosun.ca).

a) LEARNING SUPPORT AND SERVICES FOR STUDENTS

b) STUDENT CONDUCT POLICY

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