



**School of Arts & Science
ENGLISH DEPARTMENT**

**ENGL 171-01
Technical Communications 1
Quarter 4 / 2009**

svendsend@camosun.bc.ca

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 standards), and grammatical correctness.

☐ *This outline will be electronically stored for five years only. Keep this outline for your records.*

1. Instructor Information

(a)	Instructor:	Paul Gamache		
(b)	Office Hours:			
(c)	Location:	CC 119A		
(d)	Phone:	381-7812	Alternative Phone:	
(e)	Email:	gamache@camosun.bc.ca		
(f)	Website:			

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 situations encountered in the workplace;
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 informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical 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, 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

4. Attendance

Just as on the job, attendance is essential. 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.

b) Late Submissions: You must submit assignments on time. Late assignments will receive 0/100. If you know that you will be submitting an assignment late, consult me at least 48 hours before the due date and get a signed "Late Permission Slip" from me. Staple this permission slip to the assignment.

c) 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.

d) Assignment Format: Please follow these conventions for all assignments:

- ☐ Use white paper 8 1/2 X 11 inches;
- ☐ Use one side of the paper only (single-sided);
- ☐ Ensure high print quality;
- ☐ Use 12-point font;
- ☐ Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised;
- ☐ Place page numbers on all pages (top centre or top right corner) after Page 1.
- ☐ Keep all of your assignments (and related documents) in the assignment folder that I will give you. Submit your assignments in this folder. It must contain all previous assignments.
- ☐ As soon as an assignment is returned, complete the back of the appropriate Learning Log sheet. Include it with the next assignment. I will not mark the next assignment without it.
- ☐ Consult your "Assignment Submission Checklist" and submit all required paperwork (completed as necessary) with every assignment that uses one. I will not mark your assignment until you include an evaluation sheet. If you lose one, photocopy it.

Assignments that do not follow the format requirements are "unacceptable" and will be returned for revision. They will be graded only when they are acceptable.

6. Course Content / Evaluation (Weighting) / Due Dates

Assignment	Due	Grade	Value	Total
1. Technical description	Wednesday, July 8		5%	
2. Workplace memo	Wednesday, July 15		10%	
3. Complaint letter	Wednesday, July 22		10%	
4. Executive summary	Wednesday, July 29		10%	
5. Technical description	Wednesday, August 5		5%	
6. Informal report	Wednesday, August 12		10%	
7. Grammar test #1	Wednesday, August 19		10%	
8. Illustrated report #1	Wednesday, August 24		10%	
9. Illustrated report #2	Wednesday, September 2		15%	
10. Grammar test #2	Wednesday, September 9		15%	
	TOTAL		100%	%

Note that there is no final exam.

7. Grading System

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	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	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 E-1.5 at **camosun.ca** for 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3^d course attempt or at the point of course completion.)</i>
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.

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

LEARNING SUPPORT AND SERVICES FOR STUDENTS

Various services are available to assist you in your studies. Information on these services is available in the College calendar, at Student Services, and on the College web site at camosun.ca.

STUDENT CONDUCT POLICY

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