


|   |   |
|---|---|
|  | <p><b>School of Arts &amp; Science</b><br/> <b>ENGLISH DEPARTMENT</b></p> <p><b>ENGL 170-001</b><br/> <b>Technical and Professional Communication</b><br/> <b>Winter 2010</b></p> |
|---|---|

## COURSE OUTLINE

### 1. Instructor Information

|     |                  |  |
|-----|------------------|--|
| (a) | Instructor:      | Jane Griffith  |
| (b) | Office Location: | Paul 330   |
| (c) | Office Hours     | Tuesdays 1-3   |
| (d) | Email:           | <a href="mailto:griffithj@camosun.bc.ca">griffithj@camosun.bc.ca</a> |
| (e) | Class Meeting    | Mondays (Paul 111) and<br>Wednesdays (Ewing 115), 9-10:20AM          |
| (f) | Phone            | 250-370-3350   |

### 2. Intended Learning Outcomes

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

- (a) Texts: *Report Writing for the Community Services* by Diana McAleer.

### 4. Course Content and Schedule

| Week | Monday | Wednesday |
|------|--------|-----------|
|------|--------|-----------|

|                  |   |  |
|------------------|---|--|
| January 4 & 6    | <b>No class</b>   | <b>Introduction to English 170</b>                                       |
| January 11 & 13  | <b>Direct Letter: Read Chapter 5</b>  | <b>Direct Letter Cont'd:</b><br>Due: peer edit direct letter             |
| January 18 & 20  | <b>Indirect Letter: Read Chapter 4</b><br>Due: direct letter                      | <b>Indirect Letter Cont'd:</b>   |
| January 25 & 27  | <b>Job Search Introduction</b><br>Due: peer edit indirect letter                  | <b>Resume: Read Chapter 8</b><br>Due: indirect letter                    |
| February 1 & 3   | <b>Coverletter</b><br>Due: grammar quiz # 1                                       | <b>Proofreading: Read Chapter 9</b><br>Due: peer edit resume/coverletter |
| February 8 & 10  | <b>Memo: Read Chapter 5</b><br>Due: resume/coverletter                            | <b>Memo Cont'd</b><br>Due: proofreading quiz # 1                         |
| February 15 & 17 | <b>Email: Read Chapter 4</b><br>Due: memo   | <b>Email Cont'd</b>  |
| February 22 & 24 | <b>Introduction to Case Report:<br/>Read Chapters 1 and 2</b><br><br>Due: email   | <b>Case Report Cont'd</b><br><br>Due: grammar quiz # 2                   |
| March 1 & 3      | <b>Case Report Cont'd</b>   | <b>Case Report Cont'd</b><br>Due: case report peer edit                  |
| March 8 & 10     | <b>Multi-Audience Analysis:<br/>Read Chapters 1 and 3</b><br><br>Due: case report | <b>Multi-Audience Analysis (Cont'd)</b>                                  |
| March 15 & 17    | <b>Brochures: Read Chapter 6</b><br>Due: proofreading quiz #2                     | <b>Brochures Cont'd</b><br>Due: Multi-audience peer edit                 |
| March 22 & 24    | <b>Brochures Cont'd</b><br>Due: Multi-audience due                                | <b>Brochures and Presentations:<br/>Read Chapter 7</b>                   |
| March 29 & 31    | <b>Brochures and Presentations</b>  | <b>Presentations Preparation</b><br>Due: brochures                       |
| April 5 & 7      | <b>No Class: Holiday</b>  | <b>Presentations/Wrap-up</b>   |

## 5. Basis of Student Assessment (Weighting)

| Assignment | Percentage |
|------------|------------|
|------------|------------|

|  |            |
|--|------------|
| Request for Information Letter (Direct Approach)   | 5%         |
| Letter – (Indirect Approach)                       | 10%        |
| Resume   | 5%         |
| Application Letter                                 | 5%         |
| Memo: Hard Copy                                    | 5%         |
| Memo: Email  | 5%         |
| In-house case report or Triad interview and report | 15%        |
| Multi-Audience report                              | 15%        |
| Instructional Brochure (manual and presentation)   | 20%        |
| Proofreading Quizzes                               | 5% (total) |
| Grammar Quizzes                                    | 5% (total) |
| Participation                                      | 5%         |

### 6. 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](http://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. (For these courses a final grade will be assigned to either the 3 <sup>rd</sup> course attempt or at the point of course completion.) |
| 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.  |

### 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.

**8. Plagiarism** (presenting the ideas or words of others as your own) is a serious academic offence. Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment that have been taken from a source without acknowledgement. Students who plagiarize will be given a failing grade and may be subject to further disciplinary measures.

Students are responsible for familiarizing themselves with the college's policy on academic conduct and should read the handout I give in class.

### 9. Students with Special Needs

I would like to hear from my students with special needs so that I can modify my teaching to facilitate a more accessible classroom. Please register with the Disability Resource Centre so that I can make necessary accommodations.

### 10. Additional Comments

- **This is an adult institution. I expect you to conduct yourself in class accordingly and to treat each other and me with respect. Students who disrupt the class will be asked to modify their behaviour. Students who continue to disrupt the class may be asked to leave.**
- **In-class work cannot be made up without documentation.**
- **If you do not have work ready for or do not attend a peer edit you will lose 5% from that assignment.**
- **Late assignments will be deducted 5% for every day late and will not receive comments unless you have provided documentation (eg a doctor's note).**
- **I do not normally grant extensions. If you have an exceptional circumstance, speak to me BEFORE the deadline.**
- **Please submit "green" assignments if possible (double-sided, no cover).**

### 11. Participation

Your participation mark (5%) is comprised of your in-class contributions and your attendance. If you miss more than three classes without a valid excuse, you will forfeit your entire participation mark.