



School of Arts & Science
ENGLISH DEPARTMENT
ENVR 251 – Section 1
Technical Communications
Winter 2010

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Janet Doherty
(b)	Office Hours:	Mon 10 – 11:30am, Wed 1 – 2:30pm, by appointment
(c)	Location:	Paul 332
(d)	Email:	DohertyJ@camosun.bc.ca
(e)	Phone:	370-3355 (Lansdowne office) 370-4421 (voice mail)

2. Intended Learning Outcomes

At the end of this course, students will be able to:

1. Construct a report which reflects the generic structure of technical, scientific writing.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications in these formats inter alia; abstracts; definitions; descriptions; summaries; memoranda; manuals.
4. Deliver an informative oral presentation with the aid of speaking notes only.
5. Read, analyze and present orally an example of important contemporary research in Environmental Science.

3. Texts

- (a) Coursepack for ENVR 251 (in bookstore)
- (b) A writer's reference manual with a complete section on documentation
- (c) A good dictionary

4. **Schedule of Readings and Assignments**

Please note that this schedule is tentative and may be adjusted during the term.

Week 1	Course Introduction
Week 2	Characteristics of Technical Writing Technical Descriptions Effective Writing Style (Seven C's)
Week 3	Direct Letters Manuals and Instructions
Week 4	Summaries Document Design
Week 5	Indirect Documents Proposals
Week 6	Documentation Informal Reports
Week 7	Memos READING BREAK
Week 8	Research in the Applied Sciences Facts, Inferences, and Assumptions
Week 9	Oral Presentations Visual Aids
Week 10	Perfecting Presentation Delivery Short Oral Presentations
Week 11	Short Oral Presentations Formal Reports
Week 12	Formal Report Organization
Week 13	Formal Oral Presentations
Week 14	Formal Oral Presentations

5. Assignments and Evaluation

Technical Description	10%	Jan 25
Summary	10%	Feb 3
Proposal	10%	Feb 24
Portfolio	20%	Mar 3
Formal Report	20%	Mar 29
Short Oral Presentation	5%	sign up
Formal Oral Presentation	15%	sign up
Participation	10%	

6. Grading System

A+	90-100%	B-	70-72
A	85-89	C+	65-69
A-	80-84	C	60-64
B+	77-79	D	50-59
B	73-76	F	Below 50

7. Important Notes

- Participation mark will be based on attendance, preparation, discussions, and in-class exercises.
- Students with more than 2 undocumented absences will lose 5% of the participation grade.
- Students who are absent for an in-class assignment will receive zero.
- Late documents will lose 5% per day, and they will not receive comments. Portfolio documents may not be submitted late.
- Write your own assignments! Plagiarism is an academic offence that the college takes very seriously. Correct documentation is both ethical and easy. See me **ahead of time** if you have any questions about how to document other people's ideas. Papers with any form of plagiarism will receive zero.
- The College provides many services, including a Writing Centre and a Language Help Centre. See Student Services, the College Calendar, or www.camosun.ca for details.