

## COURSE OUTLINE FOR ENGLISH 273 (Technical and Professional Communications 3)

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**Texts: None** – Access to D2L (Required); *A Canadian Pocket Style Manual*, D.Hacker (Optional)

### CALENDAR DESCRIPTION

**Engl 273 (1.5)** - English 273 provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a formal technical report, a user manual, and a log book. Presentation assignments include short progress presentations, longer *PowerPoint* presentations and professional trade-show demonstrations.

### LEARNING OUTCOMES

Course Content	<i>Students will</i>
WRITING FORMATS	<p>Write a formal report on a design specification using correct format and documentation.</p> <p>Write a technical proposal, which demonstrates the clarity and the value of the technical concept being advocated.</p> <p>Write a progress report in memorandum format which demonstrates the team's status.</p> <p>Keep, and constantly update a log book of personal data, activities, ideas, and results.</p> <p>Compile team bios, and group project brochures for final trade-show presentations.</p>
WRITING STYLE	<p>Write in a style that exhibits brevity and clarity and avoids words of low information content.</p> <p>Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.</p>
DOCUMENT DESIGN	<p>Design documents for readability: short paragraphs, bullets, headings, tables, effective space and layout, and appropriate formatting.</p> <p>Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.</p>
DOCUMENT INTEGRITY	<p>Employ numbers, SI units, equations and abbreviations according to modern conventions for written documents.</p> <p>Write all technical documents using correct spelling, grammar and usage.</p>
PRESENTING	<p>Present a specification-completion report to instructors and peers using effective presentation techniques.</p>
TEAM WORK	<p>Use the principles and dynamics of working in a team to enhance the quality of reports.</p> <p>Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.</p>

## 2/ COURSE OUTLINE FOR ENGLISH 273 (TPC-3)

### ATTENDANCE

- For every class, I prepare and cover material that is vital and valuable. If you miss a class or a group meeting, it is your responsibility to know the material I have covered and to complete the assignments due. You must contact me if you miss a class (benge@camosun.bc.ca; 370-4493). See the **Participation** section of the course pack.

### ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.
- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. I will give a grade of '0' to assignments submitted later than one calendar week after the due date.
- **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 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 2 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality (Use 12-point font).
- Single space text with 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 abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- Submit evaluation sheets with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. I will not mark your assignment unless you include an evaluation sheet with it. See me if you lose yours.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus to your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed) - English 273 formal reports and user manuals excepted.

### PRINCIPLES OF EVALUATION OF COURSE WORK

- No writing assignment will be given a passing grade if it contains more than one sentence error for every 100 words written.
- There will not be a final exam.

### EXIT REQUIREMENTS

Students must

- Meet attendance requirements of instructor.
- Meet assignment submission deadlines of instructor.
- Complete all assignments on the major assignment list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

