



**School of Arts & Science
ENGLISH DEPARTMENT**

**ENGL 251 – Section 2
Technical Communications
Winter 2012**

COURSE OUTLINE

1. Instructor Information

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| (a) | Instructor: | Janet Doherty |
| (b) | Office Hours: | Monday 1-2pm, Tuesday 1:30-3:30pm, Thursday 10-11am, or by appointment |
| (c) | Location: | Paul 218 |
| (d) | Email: | DohertyJ@camosun.bc.ca |
| (e) | Phone: | 370-3974 |

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 ENGL 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.

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

5. Assignments and Evaluation

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|--------------------------|-----|---------|
| Technical Description | 10% | Jan 25 |
| Summary | 10% | Feb 6 |
| Proposal | 10% | Feb 22 |
| Midterm | 15% | Feb 29 |
| Formal Report | 25% | Mar 28 |
| Short Oral Presentation | 5% | sign up |
| Formal Oral Presentation | 15% | sign up |
| Participation | 10% | |

6. Grading System

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|----|---------|----|----------|
| 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 10% per day, and they will not receive comments.
- 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.