

# COURSE OUTLINE FOR ENGLISH 170 – Winter 2013

## (Technical & Professional Communications -1)

**Instructor:** Joe Benge

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**Office Hours:** By Appointment

**Texts:** Course Package from bookstore (Required), and any pocket style grammar manual (Optional).

### CALENDAR DESCRIPTION

#### ENGL 170 - TECHNICAL AND PROFESSIONAL COMMUNICATIONS 1

English 170 focuses on writing for the workplace; it covers writing formats, writing structure, writing style, document design, and document integrity with a comprehensive review of grammar, punctuation and usage. Students learn to write letters, memos, e-mails, short reports, instructions, and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way.

### LEARNING OUTCOMES

#### Course Content

#### *Students will*

#### WRITING FORMATS

Write workplace correspondence (letters, memos, and e-mails) and short reports using correct formats.

Plan, organize, structure, and write workplace correspondence (letters, memos, and e-mails) for a variety of everyday situations.

Plan, organize, structure, and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, and complaint).

Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.

Compose an effective resume in hard copy and in electronically scannable format.

Compose effective and appropriate prose related to use of social media for job search.

#### WRITING STRUCTURE

Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).

#### WRITING STYLE

Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.

Write in a style that exhibits brevity and clarity and avoids words of low information content.

#### DOCUMENT DESIGN

Design documents for readability by employing short paragraphs, headings, lists, tables, charts, effective spacing, and layout.

Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.

#### DOCUMENT INTEGRITY

Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).

Write all technical documents using correct spelling, grammar, and usage.

## 2/ COURSE OUTLINE FOR ENGLISH 170

### ATTENDANCE / PARTICIPATION

- You can gain or lose marks based on your attendance and participation in this course. See the course package for details. Note that if you miss a class, it is your responsibility to know the material I have covered and to complete the assignments due. Please contact me if you are going to miss, or be late to a class.

### ASSIGNMENT POLICIES

- **Submissions: YOU MUST SUBMIT ALL ASSIGNMENTS AND WRITE ALL QUIZZES 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 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.

### ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- Use white paper 8.5 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, for memos, 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 with your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed).

### PRINCIPLES OF EVALUATION OF COURSE WORK

- There is no max. percentage of an assignment mark deducted for grammar and usage; deductions are unlimited.
- No writing assignment gets a passing grade if it contains more than one sentence error per 100 words written.
- You will write at least one writing assignment in class.
- 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 and the test list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

MAJOR ASSIGNMENTS	*DUE Copy due dates	WORDS (Length)	YOUR PERCENT **	VALUE	YOUR TOTAL ***
1. Workplace Correspondence (Direct Approach) - Letter		200/225 max		10%	
2. Workplace Correspondence (Indirect Approach)		300 max		10%	
3. Workplace Correspondence Memo (In Class)		300 max		12%	
4a. Illustrated Report (Practice)		400 suggested		C / I	
4b. Illustrated Report (+ Peer Eval)		1000 max		15%	
5. Resume (and Job Description)		1 pg preferred		15%	
6. User Manual		8-15 pgs		20%	
<b>OTHER EVALUATION</b>	<b>ALL MAJOR ASSIGNMENTS MUST BE SUBMITTED TO PASS THIS COURSE</b>				
7. Practice Activities (PACTS)	17 In-class Exercises on Workplace-writing Skills			10%	
8. Personal Performance Completion of Grammar, and Homework; Punctuality; Participation	<b>Bonus and Deductions Possible</b> for participation, attendance, homework				
<b>QUIZZES</b>					
1. Grammar Quiz (Midterm)		N/A		8%	
2. Grammar Test (Final)		N/A		10%	
<b>TOTAL Semester</b>				100%	____ %

- \* Copy due dates from "Due Dates" sheet. Major assignments must be word processed.
- \*\* All assignments will be marked in percentages i.e. out of 100; enter your percent here.
- \*\*\* To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your answer by 100.

**There is no final exam; instead, you will submit a final major assignment on the last day of class.**

**NOTE: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS 1-6 ABOVE TO PASS THIS COURSE.**

Letter Grade Conversions - Camosun College Standardized (Modified 2009 to mirror Uvic)

A+ - 90% - 100%	B+ - 77% - 79%	C+ - 65% - 69%	F - 0%-49%
A - 85% - 89%	B - 73% - 76%	C - 60% - 64%	
A- - 80% - 84%	B- - 70% - 72%	D - 50% - 59%	

**MAJOR ASSIGNMENTS - DUE DATES – Winter/2013**  
**English 170 - Joe Bengel (CBA 119B; Tel: 370-4493)**

<b>WEEK OF</b>	<b>MAJOR ASSIGNMENT*</b>	<b>COMMENTS</b>
1. JAN 02		<i>Just one class this week due to Wed. start.</i>
2. JAN 07		
3. JAN 14	<b>1. Submit <i>Correspondence (Direct) - Letter</i></b>	
4. JAN 21	<b>2. Submit <i>Correspondence (Indirect Approach)</i></b>	
5. JAN 28	<b>3. Complete Assignment (In-class) - <i>Memo Report</i></b>	
6. FEB 04	<b>4a. Submit <i>Illustrated Report (Practice)</i></b>	<b>Grammar Quiz</b> (Wednesday - 1hour; 2 <sup>nd</sup> hour)
7. FEB 12	<b>4b. Submit <i>Final Illustrated Report</i></b>	<i>Feb. 11 is a holiday (Family Day BC).</i>
8. FEB 18		<i>Feb. 22 is Reading Break..</i>
9. FEB 25	<b>5. Submit <i>Resume / Job Description</i></b>	
10. MAR 04		
11. MAR 11	<b>6. Submit <i>User Manual</i></b>	<b>Final Grammar Quiz</b> - (Monday - 2hrs.)

**\*All these assignments are due in class on the second class meeting day of the week.**

**They should all be word processed.**

## ENGLISH REWRITE POLICY

*All English Classes – Joe Bengé*

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If you have received a failing grade or a D on a paper that carries significant weight in the course, you may be given the opportunity to rewrite. In that situation, the following rules will apply:

- You must discuss with me the date for resubmission. You must do this before the end of the class in which you receive your marked assignment.
- You must submit the revised paper on or before the date you and I agree upon. In the event of a later submission, the original grade will stand.
- Your rewrite may be a revision of the original paper or a completely new paper on a different scenario. I will make that determination based on your situation. The revision must contain material expanded or reorganized, clarified, reformatted, reworded, **and** corrected to meet assignment guidelines.
- You must submit both the original and the revised paper.
- The revised paper will receive a grade only, not detailed marking and feedback.
- The final grade recorded in the grade book will be an average of the grades from the original and the revised papers.