



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-251-004
Advanced Communication
WINTER 2020

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: This outline will *not* be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Jasmine North
(b) Office hours	Tuesday and Thursday 10 am – 11 am
(c) Location	Paul 235
(d) Phone	3330 Alternative:
(e) E-mail	northj@camosun.bc.ca
(f) Website	

2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
 - b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
 - c) Apply Standard English to ensure readability of documents.
 - d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.
2. Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.
 - a) Write in a style that meets the informational needs and backgrounds of various audiences.
 - c) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.
3. Design technical documents for high readability and appeal using word-processing software and techniques.
 - a) Achieve idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.

- b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
- 4. Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:
 - a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
 - b) Use technical vocabulary appropriate for the intended audience.
 - c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
 - d) Use effective illustrative techniques to enhance the visual and informational quality of the presentation. Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools

3. Required Materials

(a) D2L

(b) Suggested Materials:

Report Writing Strategies: A Guide to Professional Communication by Cynthia Gagne, Shelly Bradeley and Darcie Hillier.

4. Course Content and Schedule

Week 1

JAN 7:

Course Introduction

Unit I

JAN 9:

Characteristics of Technical Writing

D2L

Practice Activity

Week 2

JAN 14:

Technical Descriptions

D2L

JAN 16:

Numbers/ SI Units

Practice Activity

**Effective Writing Style
(Organizing Information; Seven C's)**

Unit II

Practice Activity

Week 3

JAN 21:

Manuals and Instructions D2L
Technical Description Peer Edit

JAN 23:

Technical Description (10%) DUE

Direct Letters D2L
Indirect Documents
Practice Activity

Week 4

JAN 28:

Summaries of Articles Unit VII
Practice Activity

Executive Summaries D2L
Practice Activity

JAN 30:

Informal Reports Unit IV

Week 5

FEB 4:

Formal Reports: Proposals Unit V/ D2L
Practice Activity

FEB 6:

Summaries (10%) DUE

Document Design Unit III
Practice Activity

Week 6

FEB 11:

**Research
Facts, Inferences, and Assumptions**

Unit VI

FEB 13:

Documentation

D2L/ Unit VI

Week 7

FEB 17 – 21:

READING BREAK

Week 8

FEB 25:

Proposal Peer Edit

**Evaluating Documents
Practice Activity**

D2L

FEB 27:

Proposal (15%) DUE

Midterm Practice

Week 9

MARCH 3:

MIDTERM (10%)

MARCH 5:

**Oral Presentations
Visual Aids**

D2L

Week 10

MARCH 10:

Short Presentations (5%)

MARCH 12:

Short Presentations (5%)

Week 11

MARCH 17:

Formal Reports: Literature Review

D2L

MARCH 19:

Formal Reports: Feasibility Studies

D2L

Week 12

MARCH 24:

Formal Reports: Recommendation Reports

D2L

MARCH 26:

Presentations

D2L

Week 13

MARCH 31:

Formal Report (25%) DUE

Formal Presentations (15%)

APRIL 2:

Formal Presentations (15%)

Week 14

APRIL 7:

Formal Presentations (15%)

APRIL 9:

Formal Presentations (15%)

5. Basis of Student Assessment (Weighting)

(a) Assignments

Technical Description	10%
Summaries (2)	10%
Project Proposal	15%
Literature Review	25%
Formal Oral Presentation	15%

(b) Exams

Midterm (Proposal Evaluation)	10%
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(c) Other (e.g. Project, Attendance, Group Work)

In Class Exercises and Participation	10%
Short Oral Presentation	5%

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Required materials are available on D2L

The suggested Text, *The Essentials of Technical Communication*. 3rd Ed. by Elizabeth Tebeaux and Sam Dragga, is available in the reserve section of the Camosun Library (Lansdowne Campus).

Missed In-Class Essays and Tests:

Unless you can prove a medical issue with a doctor's note, all in-class assignments/ tests/ essays must be completed in the intended class.

A missed in-class assignment /test/ essay without a note will be given a grade of zero.

Failure to notify me of your medical issue within 2 days of the intended class will disqualify you for a make-up assignment and also result in a grade of zero.

If you already know that you are going to be unable to attend on the date an assignment is scheduled, please come and see me ASAP. If your absence is justifiable, we will determine a re-schedule date as close as possible to the set date.

Late Essays:

Essays are due at the start of class unless otherwise specified.

Up to 5% per day (including weekend days) can be deducted for lateness. Nothing will be accepted 5 days or more past the due date.

Requests for extensions will be considered, but only if the request is made in advance.

I do NOT accept electronic submissions of assignments; I must have a printed version.

Rewrites are NOT allowed.

About electronics:

Laptops are acceptable ONLY if they are used for CLASS WORK.

ALL cell phones must be turned completely OFF (not to vibrate) and kept out of sight.

Attendance, Readings, Homework, and Participation:

To do well, you must regularly attend the class.

As with any course, it is also vitally important that you have completed all assigned readings and any exercises or activities indicated in those readings before coming to each class (exception: anything indicated as 'group work' which will be done in class). Further, since our class time will be quite interactive, you must come prepared to actively and intelligently participate. Reading assignments are on attached schedule.

If you do find it necessary to miss a class, it is your responsibility to find out what you missed and to receive any extra homework instructions BEFORE the next class and BEFORE contacting me. I'd thus suggest you make a trustworthy friend in the class with whom you can exchange contact information.

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. 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		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.

DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. 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 at <http://camosun.ca/about/policies/index.html> 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.