



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of English**

**ENGL-251-D01**  
**Advanced Communication**  
**Winter 2021**

**COURSE OUTLINE**

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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.

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**1. Instructor Information**

(a) Instructor	Jasmine North
(b) Office hours	Monday 12-1 pm
(c) Location	Online (Email, Discussion Forum, Collaborate)
(d) Phone	370-3330 <b>Alternative:</b> _____
(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.
  - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools

### 3. Required Materials

- (a) Texts

No texts required. Everything is available on D2L.

- (b) Other

### 4. Course Content and Schedule

## English 251 Schedule

### Week 1

#### Course Introduction

#### Characteristics of Technical Writing

Get Direct Practice Activity

#### Effective Writing Style

(Organizing Information; Seven C's)

6 C's Practice Activity

### Week 2

#### Technical Descriptions

#### Numbers/ SI Units

## Numbers/ SI Units Practice Activity

### Week 3

**Manuals and Instructions**

### Week 4

**Technical Description (10%) DUE – FEB 5, 2021**

**Hand in Technical Description Peer Edit sheet (2.5%) with Technical Description**

**Direct Letters**

**Indirect Documents**

Direct Letter Practice Activity

### Week 5

**Summaries of Academic Articles**

**Informal Reports**

### Week 6

**FEB 15-19**

**READING BREAK – NO CLASS**

### Week 7

**Summaries (10%) DUE FEB 22, 2021**

**Formal Reports: Proposals**

Proposal Prep Practice Activity

### Week 8

**Research**

**Facts, Inferences, and Assumptions**

## **Week 9**

### **Document Design**

Document Design Practice Activity

## **Week 10**

### **Executive Summaries**

Executive Summaries Practice Activity

### **Evaluating Documents**

Evaluating Documents Practice Activity

## **Week 11**

**Proposal (25%) DUE MARCH 26**

**Hand in Proposal Peer Edit sheet (2.5%) with Proposal**

**Formal Reports: Literature Review**

## **Week 12**

**Formal Reports: Feasibility Studies**

## **Week 13**

**Presentations**

**Visual Aids**

## **Week 14**

**Formal Report (25%) DUE APRIL 16**

**Infographics, Information Posters, and Brochures**

**Video Presentation (15%) DUE APRIL 19**

## 5. Basis of Student Assessment (Weighting)

(a) Assignments

**Technical Description 10%**

**Summaries (2) 10%**

**Project Proposal 25%**

**Formal Report: Literature Review 25%**

**Video Presentation 15%**

(b) Other

**Practice Activities 10%**

**Peer Edits (2) 5%**

## 6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

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

## 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, Student Ancillary Fees, Academic Integrity, Grade Review & Appeals, Student Misconduct and Academic Accommodations for Students with Disabilities 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.