

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: *The Technical Report*  
~~Advanced Technical Writing~~

CODE NO.: ENG 300-3

PROGRAMME: Language and Communications

SEMESTER: Fifth

DATE: September 8, 1983

AUTHOR: Jim Foster

NEW: \_\_\_\_\_ REVISION: X

APPROVED: *Madean Koch* *Jan 17 '84*  
Chairperson Date

Advanced Technical Writing  
COURSE TITLE

ENG 300-3  
CODE NO.

General Description

This course prepares the technologist to communicate effectively at work by refining and extending the basic reporting skills introduced in English 210. An introduction reviews the basics of communication theory, emphasizing the importance of planning for purpose and audience. Students design a project related to their area of study, then proceed to solve the problems of gathering, organizing, and presenting information in a formal technical report. Where appropriate, students complete exercises to develop specific stylistic and mechanical skills. Time permitting, business letter writing is also included and is usually related to the project and to employment seeking.

Course Objectives

The student will:

1. understand the nature of communication and be able to construct and explain a model.
2. understand and deal effectively with the psychological elements of communications.
3. understand the basic elements of the symbolic process underlying verbal communication.
4. understand the difference between reports, inferences and judgements.
5. be able to give a short casual oral report in response to a question asked at a simulated meeting.
6. know techniques for reducing interpersonal barriers.
7. recognize the importance of non-verbal language.
8. know how to participate effectively at meetings.
9. write effective memos (formal and informal) in response to given situations.
10. write effective business letters in response to given situations.
11. write an informal proposal for a project.
12. design procedures for preparing a project.

### Course Objectives cont'd

13. present a formal written proposal for a project.
14. present a formal oral proposal for a project.
15. present a formal progress report on a project.
16. prepare a draft copy of the project report.
17. edit the draft copy of the project report.
18. submit a written copy of the project report which demonstrates an understanding of the mechanics, conventions and sound principles of effective technical reporting.

### Format for Assignments

All out-of-class assignments are to be neatly written or lettered on unlined, white paper (8½ by 11 in.) using borders as follows: 1½ in. at top and left, and 1 in. on right and bottom of the page. Assignments must have a covering page bearing the following information: title of assignment, date, name and class of author, name of instructor.

### Attendance

Students are expected to attend all classes. More than three unexcused absences may result in expulsion from the course. Tardiness will not be tolerated. In-class assignments missed because of absence will be graded "zero".

### Grading

50% of the final grade is based on tests and assignments.  
50% of the final grade will be for the report.

Students are required to maintain a file of completed assignments and tests so that the teacher can check revised work and note the student's progress in dealing with specific problems.

All assignments are due at the beginning of class on the date specified. Work handed in late will receive no higher than a "Complete" or "C" grade. Revised assignments will be similarly graded. The "B" grade is given for above average work and the "A" grade is reserved for outstanding work. Tests may be graded numerically and then assigned an "A", "B" or "C".

## A Teaching Outline

1	Communication Theory	In-class exercises
2	Proposals: (identifying audience and purpose)	Informal proposal for a project (orally and by letter)
3	Procedures	Outline of procedures
4	Style (conciseness)	Exercises
5	Style (clarity)	Exercises
6	Style (pacing information)	Exercises
7	Organization	Outline of project report
8	Mechanics	Exercises
9	Mechanics (cont.)	Exercises
10	Proposals (review)	Formal proposal for project
11	Tables and Figures	Plan of project showing use of tables and figures
12	Nonformal Reporting	Oral Progress report on project
13	Writing the draft	Draft of final report
14	Editing the draft	Workshop
15	Business letters	Writing specific letters
16	Employment letters	Write employment related letters