SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: **ADVANCED TECHNICAL WRITING**

Code No.: **ENG 300-3**

Program: **VARIOUS TECHNOLOGIES**

Semester: **FIFTH**

Date: **JUNE 1989**

Author: **LANGUAGE & COMMUNICATION DEPARTMENT**

New: _____ Revision: ___X___

APPROVED: _____ N. Koch   June 14/89
          Chairperson   Date

GENERAL DESCRIPTION

This course provides training for technology students in reporting skills at an advanced level. Emphasis is placed on objectivity, accuracy and restraint. Exercises develop skills in planning, revising and editing. Students are coached in the writing of a formal technical proposal and/or report as part of, or in preparation for an engineering project. Whenever possible, this project is jointly designed and marked by the English and the technical faculty.

COURSE OBJECTIVES

The student will:

1. understand and deal effectively with some psychological elements of communications.

2. understand the difference between reports, inferences and judgments.

3. be able to give a short casual oral report.

4. recognize the importance of non-verbal language.

5. write effective memos (formal and informal) in response to given situations.

6. write effective business letters in response to given situations.

7. give an informal proposal for a project.

8. know procedures for preparing a proposal.

9. present a formal written proposal for a project.

10. present a formal oral proposal for a project, or explain a technical point to a non-technical audience.

11. present a formal progress report on a project.

12. prepare a draft copy of a project report.

13. edit the draft copy of a project report.

14. submit a written copy of a report which demonstrates an understanding of the mechanics, conventions and sound principles of effective technical reporting.

English 300-3

A Suggested Teaching Outline
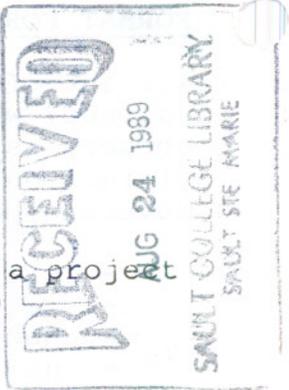
Week	Topic	Assignment	
1	Communication Theory		
2	Proposals: (identifying audience and purpose)	Informal proposal for a project (orally and by letter)	
3	Procedures	Outline of procedures	
4	Style (conciseness)	Exercises	pretest
5	Style (clarity)	Exercises	quizzes
6	Style (pacing information)	Exercises	post test
7	Organization	Outlines of reports	
8	Mechanics	Exercises	pretest quizzes
9	Mechanics (cont.)	Exercises	post test
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 reports	
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	

Note: The order and arrangement of topics may change to meet changes
in teaching assignments and student needs. Some topics may be
dropped at the discretion of the teacher.

FORMAT FOR ASSIGNMENTS

All out-of-class assignments are to be neatly written or lettered on unlined, white paper (21.5 cm. by 28 cm. or 8-1/2 in. by 11 in.) using borders as follows: 3 cm. (1-1/2 in.) at top and left, and 2.5 cm. (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. Tardiness will not be tolerated. In-class assignments (or tests) missed because of absence will be graded "zero".

"Make-up" tests **may** be arranged for students who have suffered a sub-stantial illness, accident or other hardship. However, such arrangements are to be at the discretion and convenience of the teacher subject to the constraints of time and the availability of facilities and suitable alternative tests.

GRADING

50% of the final grade is based on tests and assignments.
50% of the final grade will be for the writing and editing of a 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 speci-fied. Work handed in late will receive no higher than a "Complete" or "C" grade. Revised assignments may be upgraded to a "C". 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".

TEXTBOOKS

1. Clear Technical Writing. Brogen. McGraw-Hill.

2. Webster's New World Dictionary, Third college edition. General Publishing Company.

3. Roget's Thesaurus.