

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: THE TECHNICAL REPORT

CODE NO.: ENG 300-3

SEMESTER: FALL

PROGRAM: VARIOUS TECHNOLOGIES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1994

PREVIOUS OUTLINE DATED: JANUARY 1994

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

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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 AND TOPICS

Upon completion of the course, students will be able to do the following:

1. know the nature of technical writing in terms of
  - (a) development
  - (b) characteristics
  - (c) types of documents
  - (d) the roles of readers and writers.
2. demonstrate the writing process and the stages of producing a technical document.
3. identify and respond to appropriate audience levels and needs.
4. apply strategies for analyzing and organizing information.
5. locate primary and secondary sources of information.
6. record, examine and document information.
7. collaborate in workplace writing.
8. design a technical document including effective use of visuals, appropriate style and accepted format.
9. write effective technical style incorporating
  - effective sentence structure
  - precise word choice
  - plain language
  - concrete details
  - concise wording
  - positive phrasing
  - maintenance of a suitable pace.
10. present orally both formally and in small group format.

11. write some of the following as appropriate for their respective programme studies:

- (a) proposals and feasibility reports
- (b) technical descriptions/instructions
- (c) explanations for a lay audience
- (d) abstracts and summaries
- (e) letters and memos
- (f) the technical report
- (j) collaborative log
- (h) portfolio
- (i) written report of oral presentation(s).

**Note:** The professor may add, delete or change the order of the topics in response to constraints of time, numbers of students and other considerations.

### TEXTBOOKS

1. Guidelines for Report Writing. Ron S. Blicq. Prentice-Hall.
2. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
3. Roget's Thesaurus. Bejo Sales.

### FORMAT FOR ASSIGNMENTS

Out of class assignments will be typed or computer-generated as specified in the Language and Communication Guidelines.

### GRADING

Tests and assignments	60%
Term report	15%
Oral presentations	<u>25%</u>
Total	100%

Marking schemes and assignments will differ from professor to professor. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course and various programs.

**FINAL GRADES**

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

**NOTE:** Students may be assigned an "R" grade early in the course for unsatisfactory performance or poor attendance.

**PLAGIARISM**

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

**SPECIAL NOTES**

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

**ADVANCED CREDIT**

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.

COURSE OUTLINE HISTORY

Course Title: THE TECHNICAL REPORT

Code No.: ENG 300-3

Program: VARIOUS TECHNOLOGIES

Original Date of Course Outline: UNKNOWN

Original Author(s): JIM FOSTER

Author of Each Revision:	Each Date of Revision:
JIM FOSTER	APRIL 1989
KAREN ROBB	JUNE 1990
MIKE SEYMOUR	DEC. 1990
JIM FOSTER	JUNE 1991
NINA PYNE	DECEMBER 1991
JIM FOSTER	DECEMBER 1992
K. Robb	June 1993
Nina Pyne	September 1993
Nina Pyne	December 1993
Nina Pyne	May 1994

The preceding outline belongs to Laura Bourgeois

