

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: TECHNICAL REPORTING
Code No.: ENG 210 - 3
Program: FORESTRY TECHNICIAN
Semester: TWO
Date: JANUARY, 1984
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CALENDAR DESCRIPTION

TECHNICAL REPORTING

ENG 210 - 3

Course Name

Course Number

PHILOSOPHY/GOALS:

This course aims at providing employment-centred training in those written and oral reporting skills typical of a modern industrial organization. Emphasis is given to small group communication through informal written and oral presentations.

METHOD OF ASSESSMENT (GRADING METHOD):

Tests, written and oral assignments will constitute 90 percent of the final grade. The remaining 10 percent will be determined by subjective factors such as improvement, class participation, and attendance.

The following grade symbols will be used in recording final grades:

"A" - outstanding achievement.

"B" - consistently above average achievement.

"C" - satisfactory or acceptable achievement in areas subject to assessment.

"R" - repeat (the student has not achieved the objectives of the course, and the course must be repeated.)

TEXTBOOK(S):

Pickett and Lester, TECHNICAL ENGLISH, WRITING, READING, AND SPEAKING, 3rd Edition, Harper & Row, 1980.

OBJECTIVES:

Upon completion of this course the student should be able to do the following:

- 1) Write short formal and informal reports typically required in the work place.
- 2) Prepare and present a semi-formal oral presentation explaining suitable technical areas.
- 3) Prepare and submit information in standard letter and memo format.
- 4) Prepare and submit a formal technical report.

Students will cover the following areas of instruction:

1. Letters - the letter of application and a resume.
2. Instructions - preparation of a training manual.
3. Process - explaining a procedure e.g. preparation of guideline manuals.
4. Classification and Partition
5. Analysis through Cause and Effect
6. Comparison/Contrast
7. The short Informal Report
8. The Technical Report
9. Oral Presentation/Description of a Mechanism

1. All formal assignments are to be typed or legibly lettered in ink and double-spaced, unless the teacher specifies otherwise. Paragraphs must be indented six spaces.
2. Use 8½ x 11 inch standard white unlined paper.
3. Margins are to be as follows:
 - left and top -- 1½ inches
 - right and bottom -- 1 inch
4. All formal assignments must have a title page bearing the following information:
 - a)title of assignment
 - b)title of course
 - c)name of instructor
 - d)name of student author
 - e)date of submission
5. The first page of the assignment begins in the middle of the page with the title. (The first half is for teacher comments).
6. All formal assignments are due at the beginning of the class period on the assigned date, unless otherwise specified by the teacher.
7. Each page, except the first, must be numbered in the upper right hand corner - (never in the upper left).
8. Assignments must be stapled or clipped securely together, in the upper left hand corner only.
9. Corrected errors should not detract significantly from the appearance of the paper.
10. Gross plagiarism will result in expulsion from the course and an "R" grade.

SPECIFIC COMPETENCIES

1.0 COMMUNICATE EFFECTIVELY

Forestry Technician should be aware of the importance of, and be reasonably capable of, communicating early and concisely in written, graphic and oral forms.

1.1 He/She must be able to:

- 1.1.1. Use and understand common terminology related to forestry.
- 1.1.2. Assist in the oral, written and radio communication of field work objectives and activities, frequently with inadequately-trained labourers and others.
- 1.1.3. Participate in technical discussions.
- 1.1.4. Understand and interpret trade literature and other basic technical information.
- 1.1.5. Prepare documents such as diaries, time sheets, expense accounts, personal resumes letters of application.
- 1.1.6. Participate in the preparation of general correspondence and written reports.
- 1.1.7. Use and interpret basic visual material, such as maps, aerial photographs, charts, and graphs.

1.2 He/She could:

- 1.2.1. Establish and maintain effective interpersonal communications with co-workers.
- 1.2.2. Communicate bi-lingually in English and French.

1.3 With appropriate work experience he/she could be able to:

- 1.3.1. Communicate independently on behalf of his/her organization.
- 1.3.2. Plan, co-ordinate and conduct meetings, training programs and public relations activities.
- 1.3.3. Prepare and present written communications, such as organizational newsletters, specifications for contracts and projects, inspection and file reports.
- 1.3.4. Recognize and use effectively procedures normal to a given workplace.
- 1.3.5. Edit and proof-read written material.
- 1.3.6. Participate in educational presentations.
- 1.3.7. Communicate the vital role of forestry as an economical generator and explain to non-technical audiences various points of view with regards to the use of forest resources.