SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: **ADVANCED TECHNICAL WRITING**

Code No.: **ENG 400-3**

Program: **AVIATION TECHNOLOGIES**

Semester: **FIFTH**

Date: **JANUARY 1987**

Author: **LANGUAGE & COMMUNICATION DEPARTMENT**

New: _____   Revision: ___X___

APPROVED: _____   N. Koch   _Dec. 2/88_
   Chairperson   Date

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 are taught strategies and skills necessary 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 a project or to employment seeking.

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.
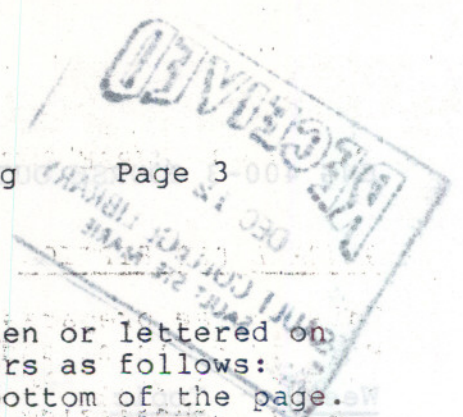
FORMAT FOR ASSIGNMENTS

All out-of-class assignments are to be neatly written or lettered on
unlined, white paper (8-1/2" by 11 in.) using borders as follows:
1-1/2 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. 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".

TEXTBOOK

Clear Technical Writing by Brogen, McGraw-Hill

English 400-3

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 pre-test
5	Style (clarity)	Exercises quizzes
6	Style (pacing information)	Exercises post-test
7	Organization	Outlines of reports
8	Mechanics	Exercises pre-test 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.