SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: THE TECHNICAL REPORT

CODE NO.:   ENG 300-3   SEMESTER: WINTER

PROGRAM: VARIOUS TECHNOLOGIES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993   PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: _____   1993 01 06
          NADEAN KOCH, DEAN, SCHOOL OF   DATE
          ARTS AND GENERAL EDUCATION

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

Students will

1. know the nature of technical writing in terms of its
   (a) historical development (chapter 1)
   (b) characteristics (chapter 15)
   (c) types of documents (chapter 1 and 15)
   (d) the roles of readers and writers (chapter 1)

2. know the essential elements of the writing process and the stages of producing a technical document. (chapter 1)

3. know how to identify and respond to the purpose and audience of technical writing. (chapter 3)

4. know and apply strategies for analyzing and organizing information. (chapter 5)

5. know how to locate primary and secondary sources of information. (chapter 8)

6. know how to record, examine and document information. (chapter 9)

7. know how to collaborate in workplace writing. (chapter 4)

8. know the design elements of a technical document including the effective use of visuals. (chapter 7)

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. revise and edit technical writing according to the principles of effective style and accepted format.

11. write <u>some</u> of the following as appropriate for their respective programme studies:

   (a) proposals and feasibility reports (chapter 16)
   (b) technical descriptions (chapter 11)
   (c) instructions (chapter 14)
   (d) explanations for a lay audience (chapter 17)
   (e) abstracts and summaries (chapter 13)
   (f) letters and memos (chapter 18)

Note: 1) The teacher may delete or change the order of the topics in response to constraints of time, numbers of students and other considerations.

Note: 2) The workbook entitled, <u>Clear Technical Writing</u> will provide practice in improving technical style. Regular tests will cover assigned chapters for the following specific skills.

PART I   Removing redundancies
PART II   Unleashing verb power
PART III   Using lean words
PART IV   Stressing what is important

Proposed schedule of tests and assignments. (Note that this schedule is subject to change in the number and weighting of tests and assignments.)

WEEK

1. Pre-test
2. Write a proposal
3. Unit test: Brogan, chapters 1, 2 and 3
4. Critique of a report
5. Unit test: Burnett, chapter 1 to 5
7. Unit test: Brogan, chapters 4, 5, 6 and 7
9. Unit test: Burnette, chapters 8, 9, 10
10. Revise a report
11. Unit test: Brogan, chapters 8, 9, 10 and 11
12. Writing or revising an abstract/summary
14. Unit test: Burnette, chapter 11, 12, 15
15. Unit test: Brogan, chapter 1, 2, 13, 14 and 15
15. Submit a major report
16. Review test: Editing and Revising

TEXTBOOKS

1. <u>Technical Communication</u>. Second Edition. Rebecca E. Burnett. Wadsworth Publishing Company.

2. <u>Clear Technical Writing</u>. (A Work Book) John A. Brogan. McGraw-Hill.

3. <u>GAGE Canadian Dictionary</u>. GAGE Educational Publishing Company.

4. <u>Roget's Thesaurus</u>.

FORMAT FOR ASSIGNMENTS

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

GRADING

60%	Tests and assignments
30%	Term report
10%	Attendance, participation, oral presentations

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 the APA Documentation Format for referencing source material.