

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: TECHNICAL REPORTING

CODE NO.:  ENG 210-3 SEMESTER: FALL

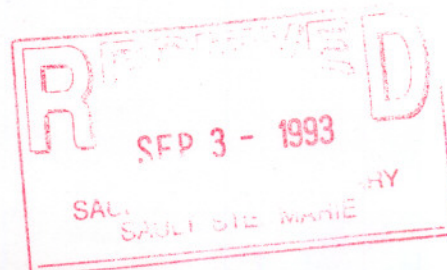
PROGRAM: ENGINEERING TECHNOLOGY AND  
SCIENCES AND NATURAL RESOURCES

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1993 PREVIOUS OUTLINE DATED: JANUARY 1993

APPROVED: *N. Koch*  
NADEAN KOCH, DEAN, SCHOOL OF  
ARTS AND GENERAL EDUCATION

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DATE



PHILOSOPHY/GOALS (Course Description)

This course provides training in written and oral reporting skills that are typically required in a modern industrial organization. Special emphasis is given to small group communication as well as formal written and oral presentations.

CREDITS

3

DURATION

ONE SEMESTER

HOURS/WEEK

3

PRE-REQUISITES

ENG 120-3 OR THE EQUIVALENT

ADVANCED CREDIT

Students who have completed a similar post-secondary course or who have related employment-centred experience should bring relevant documents to the Coordinator, Language and Communication Department.

TEXTBOOKS

Blicq, Ron S. Guidelines for Report Writing. Prentice-Hall.

NOTE: Instructor's Resource Book will be packaged with the textbook.

SUPPLEMENTARY TEXTS

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

SUPPLIES

Students may be required to obtain "A Resume Guide" (available FREE OF CHARGE from Sault College Co-op/Placement Office).

Students may be required to purchase two overhead transparencies and a non-permanent, water soluble, black or blue overhead pen (available in the Campus Shop).



COURSE OBJECTIVES

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

1. write technical definitions and/or describe mechanisms
2. write technical instructions
3. analyze a process or a problem
4. write a cover letter and resume
5. write various short reports following specific formats e.g. occurrence, field, inspection progress, investigation, evaluation reports in form, memo, letter formats
6. use tone, diction and language appropriate to specific audiences
7. locate, gather, summarize, apply and document information
8. incorporate graphics into reports
9. present technical material orally

**Assignments**

Students will demonstrate skill development by completing the following assignments.

1. **Four** short technical writing assignments.
2. A minimum of **two** short informal reports, in letter or memo format, utilizing skills and writing techniques listed under "Skill Development."
3. **Formal Report**
  1. If the major subject area requires one, a formal report will be assigned.
- or 2. A short paper requiring secondary research and documentation and a formal report based on primary research.
- or 3. If a formal report is not required by the major subject area, an additional report **PLUS** a report exam may be substituted at the professor's discretion.

To **ASSURE ACADEMIC HONESTY**, the Language and Communication Department **WILL** keep a copy of every formal report generated.

4. Research and cite using a documentation format.
5. Resume and cover letter.
6. An oral presentation.

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

**GRADING**

In-class Writing Assignments and Quizzes	10%
Technical Assignments (1 and 2)	40%
Job Application Package	10%
Oral Presentations	10%
Formal Report or Final Exam	30%
* Regular attendance at class is mandatory	
<b>TOTAL</b>	<b>100%</b>

Marking schemes will differ from teacher to teacher and from assignment to assignment. This flexibility recognizes that teachers need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

**INSTRUCTIONAL METHODS**

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs.

**METHOD OF ASSESSMENT**

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

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.

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.

