

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ADVANCED TECHNICAL WRITING

Code No.: ENG 300-3

Program: LANGUAGE AND COMMUNICATION SKILLS

Semester: FIFTH

Date: OCTOBER, 1985

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New: \_\_\_\_\_ Revision: X

APPROVED:

J. Koch  
Chairperson

Nov 4 '85  
Date

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 substantial 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 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 specified. 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".

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.

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## English 300-3

A Suggested Teaching Outline

	<u>Topic</u>	<u>Assignment</u>
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 Exercises } quizzes Exercises } post test
5	Style (clarity)	
6	Style (pacing information)	
7	Organization	Outlines of reports
8	Mechanics	Exercises } pre-test quizzes Exercises } post test
9	Mechanics (cont.)	
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.