

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE:       ADVANCED TECHNICAL WRITING

---

CODE NO.:            ENG 300-3

SEMESTER:        FALL

---

PROGRAM:            VARIOUS TECHNOLOGIES

---

AUTHOR:             LANGUAGE AND COMMUNICATION DEPARTMENT

---

DATE:    JUNE 1991

PREVIOUS OUTLINE DATED:    JANUARY 1991

---

APPROVED: \_\_\_\_\_

DEAN

DATE

*W. L. ...*  
*June 21, 1991*

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

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 (21.5 cm. by 28 cm. or 8-1/2 in. by 11 in.) using borders as follows: 3 cm. (1-1/2 in.) at top and left, and 2.5 cm. (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 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 specified. Work handed in late will receive no higher than a "Complete" or "C" grade. Revised assignments may be upgraded to a "C".

**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

**TEXTBOOKS**

1. Clear Technical Writing. Brogen. McGraw-Hill.
2. Modern Technical Writing. Theodore A. Sherman and Simon S. Johnson. Prentice-Hall.
3. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
4. Roget's Thesaurus.

**A Suggested Teaching Outline**

<u>Week</u>	<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 pretest
5	Style (clarity)	Exercises quizzes
6	Style (pacing information)	Exercises post test
7	Organization	Outlines of reports
8	Mechanics	Exercises pretest quizzes
9	Mechanics (cont.)	Exercises post test
10	Tables and Figures	Plan of project showing use of tables and figures
11	Nonformal Reporting	Oral Progress reports
12	Writing the draft	Draft of final report
13	Editing the draft	Workshop
14	Business letters	Writing specific letters
15	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.