

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: THE TECHNICAL REPORT

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CODE NO.: ENG 300-3 SEMESTER: FALL

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PROGRAM: VARIOUS TECHNOLOGIES

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AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

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DATE: SEPTEMBER 1995 PREVIOUS OUTLINE DATED: SEPTEMBER 1994

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APPROVED: *N. Koch* 1995 05 30  
 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

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

1. know the nature of technical writing in terms of
  - (a) development
  - (b) characteristics
  - (c) types of documents
  - (d) the roles of readers and writers
2. demonstrate the writing process and the stages of producing a technical document
3. identify and respond to appropriate audience levels and needs
4. apply strategies for analyzing and organizing information
5. locate primary and secondary sources of information
6. record, examine and document information
7. collaborate in workplace writing
8. design a technical document including effective use of visuals, appropriate style and accepted format
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. present orally both formally, in small group format, and through impromptu speaking

11. write some of the following as appropriate for their respective program studies:

- (a) proposals and feasibility reports
- (b) technical descriptions/instructions
- (c) explanations for a lay audience
- (d) abstracts and summaries
- (e) letters and memos
- (f) the technical report
- (j) collaborative log
- (h) portfolio
- (i) written report of oral presentation(s)

**Note:** The professor may add, delete or change the order of the topics in response to constraints of time, numbers of students and other considerations. A syllabus designed in collaboration with students will be produced in the first week of class.

### TEXTBOOKS

1. Students should have access to a technical writing textbook. They may choose the ENG 210 text, or some similar text.
2. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
3. Roget's Thesaurus. Bejo Sales.

### FORMAT FOR ASSIGNMENTS

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

### GRADING

Tests and assignments	60%
Term report	15%
Oral presentations	25%
Total	100%

Marking schemes and assignments will differ from professor to professor. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course and various programs.

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 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. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.