

COURSE OUTLINE FOR ENGLISH 273 (Technical and Professional Communications 3)

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Texts: None – Course Package (Required); *A Canadian Pocket Style Manual*, D.Hacker (Optional)

CALENDAR DESCRIPTION

Engl 273 (1.5) - English 273 provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a formal technical report, a user manual, and a log book. Presentation assignments include short progress presentations, longer *PowerPoint* presentations and professional trade-show demonstrations.

LEARNING OUTCOMES

Course Content	<i>Students will</i>
WRITING FORMATS	<p>Write a formal report on a design specification using correct format and documentation.</p> <p>Write a technical proposal, which demonstrates the clarity and the value of the technical concept being advocated.</p> <p>Write a progress report in memorandum format which demonstrates the team's status.</p> <p>Keep, and constantly update a log book of personal data, activities, ideas, and results.</p> <p>Compile team bios, and group project brochures for final trade-show presentations.</p>
WRITING STYLE	<p>Write in a style that exhibits brevity and clarity and avoids words of low information content.</p> <p>Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports, and use technical vocabulary appropriate for the intended audience.</p>
DOCUMENT DESIGN	<p>Design documents for readability: short paragraphs, bullets, headings, tables, effective space and layout, and appropriate formatting.</p> <p>Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.</p>
DOCUMENT INTEGRITY	<p>Employ numbers, SI units, equations and abbreviations according to modern conventions for written documents.</p> <p>Write all technical documents using correct spelling, grammar and usage.</p>
PRESENTING	<p>Present a specification-completion report to instructors and peers using effective presentation techniques.</p>
TEAM WORK	<p>Use the principles and dynamics of working in a team to enhance the quality of reports.</p> <p>Use the principles of conflict resolution in a team setting to maximize the efficiency of group work.</p>

2/ COURSE OUTLINE FOR ENGLISH 273 (TPC-3)

ATTENDANCE

- For every class, I prepare and cover material that is vital and valuable. If you miss a class or a group meeting, it is your responsibility to know the material I have covered and to complete the assignments due. You must contact me if you miss a class (benge@camosun.ca; 370-4493). See the **Participation** section of the course pack.

ASSIGNMENT POLICIES

- **Submissions:** YOU MUST SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE.
- **Late Submission Policy:** You must submit assignments on time. If you know that you will be submitting an assignment late, consult me on or before the due date, and let me know the exact date that you will submit the assignment. The late penalty will be 5% per day. If you do not consult me about a late assignment, the late penalty will be 10% per day. I will give a grade of "0" to assignments submitted later than one calendar week after the due date.
- **Plagiarism** is a form of cheating in that you are using someone else's words, ideas, opinions, or facts as though they are your own. Words belong to the person who prints or speaks them; to claim them as your own is a form of stealing, which, translated into our academic setting, means cheating. Plagiarism will result in a grade of zero and a meeting with me to discuss subsequent action.

ASSIGNMENT FORMAT: Please follow these conventions for all assignments:

- Use white paper 8 2 X 11 inches.
- Write on one side of the paper.
- Ensure high print quality (Use 12-point font).
- Single space text with double space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments place page numbers and abbreviated subject lines on subsequent pages. Staple pages in top left corner.
- Submit evaluation sheets with every assignment that uses one. You must complete all information at the top of this evaluation sheet. Submit it with your assignment; do not affix it to your assignment. I will not mark your assignment unless you include an evaluation sheet with it. See me if you lose yours.
- Please, do not include any title pages, covers, binders, laminates or any protective apparatus with your assignments. Just submit your assignment (stapled) and the evaluation sheet (unaffixed) - English 273 formal reports and user manuals excepted.

PRINCIPLES OF EVALUATION OF COURSE WORK

- No writing assignment will be given a passing grade if it contains more than one sentence error for every 100 words written.
- There will not be a final exam.

EXIT REQUIREMENTS – Students must

- Meet attendance requirements of instructor.
- Meet assignment submission deadlines of instructor.
- Complete all assignments on the major assignment list to a 60% mastery level.
- Demonstrate, to the instructor's satisfaction, knowledge of key principles of grammar and usage.

Fall /2012 **ENGLISH 273 COURSE EVALUATION** Joe Bengé
 - For **Electronics Engineering Technology Students** -

ASSIGNMENTS	DUE	WORDS (Length)	YOUR %*	VALUE	YOUR TOTAL **
1. ELX - Proposal (Project Statement)		1500 Max		10%	
2. Presentation Practice (Compulsory)		2 Min / Person		C/I	
3. Team Write-Ups (Bios)		1 Page Max		5%	
4. Group Progress Presentation		8-12 min / Group		10%	
5. Progress Report		1000 Max		10%	
6. Brochure		1 Page Max Folded		5%	
7. Log Book		Will Vary		C/I	
8. ELX -Formal Report (or <i>Circuit Cellar</i> Article)		2500-3500		20%	
9. User/Installation/Construction/Help Manual		Will Vary		15%	
10. Display Area (Presence/Demo/Design)		N/A		5%	
11. Final Presentation		N/A		15%	
12. Participation, Performance, Attendance		N/A		5%	
TOTAL Semester				100%	_____ %

Note that you must keep a logbook. You will be required to produce it, upon request.

- All major assignments must be word processed.
- * All assignments will be marked in percentages i.e. out of 100.
- ** To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your answer by 100.

Letter Grade Conversions (Camosun College Standardized)

A+ - 90% - 100%	B+ - 77% - 79%	C+ - 65% - 69%	F - 0%-49%
A - 85% - 89%	B - 73% - 76%	C - 60% - 64%	
A- - 80% - 84%	B- - 70% - 72%	D - 50% - 59%	

COURSE ITINERARY

ENGLISH 273 – ELX

Joe Bengé / 2011F

WEEK	LESSON TOPIC	ASSIGNMENT DUE
1. Sept 26	<ul style="list-style-type: none"> • Introduction to English 273 • Group Work – Collaborative Writing Strategies • Review of Professional Writing Strategies (Engl 170) • GRIP Sheet • Log Book • The Technical Proposal (Project Statement) – ELX 	
2. Oct 03	<ul style="list-style-type: none"> • The Formal Report / Circuit Cellar Article (ELX) • Presentation Techniques, Tips, and Guidelines • 2-Minute Practice Presentations (Lesson) • Grammar Review 	<ul style="list-style-type: none"> • Technical Proposal (ELX)
3. Oct 10	<ul style="list-style-type: none"> • Presentation Techniques (Continued) • 2-Minute Practice Presentations (In-Class) • Team Write-Ups (Bios) 	<ul style="list-style-type: none"> • 2-Minute Practice Presentations • VIP Letter (committee only)
4. Oct 17	<ul style="list-style-type: none"> • Progress Report (Written) • Group Presentations- Lesson 	<ul style="list-style-type: none"> • Team Write-Ups (Bios)
5. Oct 24	Team Meetings	
6. Oct 31	<ul style="list-style-type: none"> • Progress Report Presentations 	<ul style="list-style-type: none"> • Progress Report (Written) • Progress Report (Presentations)
7. Nov 07	<ul style="list-style-type: none"> • Progress Report Presentations (Continued) • User Manual Procedures, Guidelines, Options • Creating Brochures 	<ul style="list-style-type: none"> • Progress Reports (Presentations Cont'd) • Media Release (committee only)
8. Nov 14	<ul style="list-style-type: none"> • Display Board Tips / PowerPoint Tips • Illustrating Technical Reports 	
9. Nov 21	<ul style="list-style-type: none"> • Final Reports Revisited / The Executive Summary • Research and Documentation • IEEE Documentation Style • Vertical Lists • Another Grammar Review • Editing / Proofreading 	<ul style="list-style-type: none"> • Brochure
10. Nov 28	<ul style="list-style-type: none"> • Presentation Rehearsals 	
11. Dec 05	<ul style="list-style-type: none"> • Capstone Symposium – Trade-show Display and Final Presentations 	<ul style="list-style-type: none"> • The Formal Report / Circuit Cellar Article • and User Manual (Monday Dec 12)

COLLABORATIVE WRITING

English 273 – Joe Bengé

Just So You Know

English 273 evaluation is based on the collaborative writing model which means that all group members will make writing contributions to the final submitted products.

Collaborative writing implies some obligations on your part:

1. You must contribute your own writing to all group assignments.
2. You must have, in place, a proofreading and editing strategy for your contribution.
3. There must be a proofreading and editing strategy in place for the group.

Note that all group members will receive the same mark after a paper is graded.

Why Collaborative Writing?

- You draw upon all your strengths. You learn from each other. For example, one of you may be stronger in grammar; the other may excel in organizing – you get the idea.
- You are exposed to different points of view beside your own, so you have a better sense of your own strengths and weaknesses.
- It encourages discussion and debate.
- You are more likely to proofread and edit thoroughly so as not to let your partners down or not to have them let you down.
- By working and learning from each other, you submit a higher quality assignment and receive a better mark.
- More and more workplace assignments involve project teams where issues have to be negotiated. Working collaboratively on academic assignments can help prepare you for the advantages and pitfalls of collaborative work on the job.

COLLABORATIVE WRITING ROLES

English 273 – Joe Bengé

All group members should take on these five roles:

1. Writer: Contribute some writing to the assignment and submit it to the group's editor-in-chief.
2. Subject-Matter Editor: Be responsible for the content being complete, being organized, and being relevant to the assignment scenario.
3. Design and Readability Editor: Be responsible for making sure that all principles of workplace writing have been followed: style, structure, document design (see Lesson 1 – Notes:2).
4. Grammar, Spelling, and Usage Editor: Be responsible for the proofreading and editing of final drafts, making sure language is symmetrical, sentence structure is sound, and grammar and usage are correct.
5. Evaluation Sheet Check-list Editor: Use the evaluation sheet for each assignment as a check list to ensure all aspects of the assignment are present and correct.

COLLABORATIVE WRITING ROLES / 2.

And each group member should take on at least one of the following additional roles:

1. Group Leader: coordinates the collaborative process (schedules meetings), organizes the writing and editing plan, and picks up loose ends
2. Editor-in-Chief: is in charge of the submission of the final copies. S/he proofreads and edits final drafts, making sure language is symmetrical (continuity and uniformity of style and structure), sentence structure is sound, and grammar and usage are correct
3. Graphics, Layout, Format Manager: is responsible for making sure that all graphics (charts, tables, pictures) follow the conventions of workplace writing, that layout is appropriate, and formatting is consistent
4. Printing and Submission Manager: Formats, prepares, and prints the assignment for submission making sure that all required ancillary documents are included and neatly packaged.