ENGLISH 210
Report Writing
Fall 1985

CLASS MEETINGS
Lecture (all students): 10:30T; AL 105
Instructor:
  W.U. Ober
  Office: HH 266
  Office Hours: MTWRF 1:30-2:30 p.m. or by appointment
  Telephone: Ext. 3398
  Home telephone: 576-2372
Tutorial Sections:
  Section 1: 12:30-2:30R; AL 202
  Section 2: 2:30-4:30R; AL 202
  Section 3: 2:30-4:30R; AL 208
  Section 4: 12:30-2:30R; AL 209

COURSE DESCRIPTION
The many functions of the report -- an orderly and objective communication of factual information which serves some specific purpose -- are taught. Students will receive practice in research, in organization, and in writing many kinds of reports. Prerequisite: Second-year standing or above.

TEXTS

WRITTEN ASSIGNMENTS
1. Letter of Application and Résumé.
3. 1) Description of a Process or 2) Description of a Mechanism in Operation.
The above assignments will account for a total of 50% of the final grade for the course. These assignments are of equal value.
The Final Report will account for a total of 50% of the final grade for the course.
From time to time additional written exercises may be assigned. Your tutorial instructor will indicate the extent to which these will figure in the final grade for the course. These exercises, if assigned, will become part of the group of written assignments numbered 1 through 5 above.
You are asked to read carefully the attached leaflet "Plagiarism: What It Is and How to Avoid It."