ENGLISH 210
Report Writing
Winter 1983

CLASS MEETINGS

Lecture (all students): 10:30 T; AL 105

Instructor: W. U. Ober
Office: HH 266
Office Hours: MTRF 2:30-3:30 or by appointment
Telephone: ext. 3398
Home telephone: 576-2372

Tutorial Sections:

Section 1: 12:30-2:30 R; HH 259.
Section 2: 2:30-4:30 R; HH 345.
Section 3: 2:30-4:30 R; HH 124.
210X: 12:30-2:30 R; AL 202.

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 or Data Sheet
2. Business Letter: 1) Refusal of Adjustment or 2) Collection Letter
3. Definitions
4. 1) Description of a Process or 2) Description of a Mechanism in Operation
5. Proposal of a Topic for the Final Report

The above assignments will account for a total of 60% of the final grade for the course. These assignments are of equal value.

7. Final Report: 3,000 words in length.

The Final Report will account for a total of 40% 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 be part of the group of written assignments numbered 1 through 6 above.

You are asked to read carefully the attached leaflet "Plagiarism: What It Is and How to Avoid It."
<table>
<thead>
<tr>
<th>DATE</th>
<th>LECTURE TOPIC</th>
<th>Andrews: Chapter</th>
<th>Harbrace: Chapter</th>
<th>WRITTEN ASSIGNMENT</th>
<th>DATE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Jan</td>
<td>1) Course Introduction; 2) Letter of Application</td>
<td>17:8 (to 196, 215)</td>
<td>34</td>
<td>Letter of Application; Résumé or Data Sheet</td>
<td>20 Jan</td>
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<td>18 Jan</td>
<td>1) Business Letters: Some Problems of Tone and Style; 2) Gross Errors in Grammar and Punctuation</td>
<td>8 (196-215); 5 (112-15); 16 (A5, A4, A6, A7)</td>
<td>2; 3; 25</td>
<td>Letter: 1) Refusal of Adjustment or 2) Collection Letter</td>
<td>27 Jan</td>
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<tr>
<td>25 Jan</td>
<td>Final Report: Choosing a Topic</td>
<td>21:3 (to 46); 10 &amp; 12 Preview</td>
<td>32 (to 357)</td>
<td>No Written Assignment; Conference with Tutorial Instructor on Final Report Topic</td>
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<tr>
<td>8 Feb</td>
<td>Library Resources: Researching Published Information</td>
<td>3 (40-57); Appendix A</td>
<td>33 (to 360)</td>
<td>No Written Assignment</td>
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<tr>
<td>15 Feb</td>
<td>1) Final Report: Taking Notes; Documentation; 2) Definition</td>
<td>3 (57-66); 6 (131-136)</td>
<td>33 (from 360 to 383)</td>
<td>Some Definitions</td>
<td>3 Mar</td>
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<td>1 Mar</td>
<td>1) Final Report: Paragraphs; 2) Description</td>
<td>4 (707; 80); 6 (136-50)</td>
<td>31</td>
<td>1) Description of a Process or 2) Description of a Mechanism in Operation</td>
<td>10 Mar</td>
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<tr>
<td>15 Mar</td>
<td>Final Report: 1) Physical Format; 2) Visual Techniques of Presentation; 3) Writing the First Draft</td>
<td>7; 13</td>
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<td>No Written Assignment</td>
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<td>Mar</td>
<td>No Lecture; Office Hours Instead</td>
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<td>Final Report</td>
<td>29 Mar</td>
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