ENGLISH 210C
Report Writing

Instructor: Kathryn McArthur  Phone: 888-4567 X3398  Email: kmcarthur@watarts
Office Hours: HH 262  Wednesdays: 12:30-2:30 or by appointment

Lecture:  Tues.  2:30 - 4:00  C01  HH 139
Labs:  Thurs.  2:30 - 4:00  T01  ML 216
        2:30 - 4:00  T02  ML 354

This course focuses on a specific type of document: the written report. Lectures, labs, and assignments will offer students the opportunity to study and practise the following:
- producing reports for a specific audience and purpose
- research methods and organization of information
- the design and format of a report; the use of graphics
- analysis and revision of writing style
- reading, evaluating, and summarizing reports written by others.

TEXTBOOKS
Required:
Workbook for English 210C available in the Bookstore.
Recommended:
(Royalties from the purchase of this book go to an English Scholarship Fund)

ASSIGNMENT SCHEDULE

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<th>Item</th>
<th>Due Date</th>
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<tr>
<td>Memo Report</td>
<td>May 18, 2000</td>
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<tr>
<td>Topic Proposal and Working Bibliography</td>
<td>June 1, 2000</td>
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<td>Memo/Progress Report</td>
<td>June 29, 2000</td>
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<td>Draft Outline</td>
<td>July 6, 2000</td>
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<td>Midterm</td>
<td>July 11, 2000</td>
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<td>Final Report and Lab Portfolio</td>
<td>July 25, 2000</td>
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Reading Requirements

| chapters 1 and 2               | May 9          |
| chapter 5                      | May 16         |
| chapters 6 and 8               | May 23         |
| Appendix A                     | May 30         |
| chapter 7                      | June 6         |
| chapters 3 and 4               | June 20        |
GRADING
The final grade for this course will be calculated as follows:

Lab Portfolio 10%
Memo Report 10%
Topic Proposal/Bibliography 20%
Memo/Progress Report 10%
Midterm 15%
Formal Report 35%

100%

Lab Portfolio
Participation in the work done in class is an essential element of English 210C. Each week, one or more exercises, related to that week's lecture, will be completed in the lab. Completed work should be kept in a folder and brought to each lab. At the end of the term, your folder of assignments and exercises will be submitted along with your final report. Your mark will be based on completeness of the portfolio, attendance and participation in the lecture and in the lab sessions.

Memo Report
Details of this assignment are included in the workbook.

Topic Proposal and Bibliography
Your proposal topic must be approved by your lab instructor. Details of this assignment are included in the workbook.

Memo/Progress Report
Details of this assignment are included in the workbook.

Midterm
The midterm will be based on material covered in the lectures and the assigned readings in your text.

Formal Report
Specific guidelines for content and specific submission details will be distributed in the lecture and discussed in the labs. The formal report, on a topic approved by your lab instructor, will follow up and complete ideas suggested in your Topic Proposal.

Due Dates
LATE ASSIGNMENTS WILL BE PENALIZED ONE GRADE LEVEL PER DAY FOR TWO DAYS. ASSIGNMENTS LATER THAN TWO DAYS WILL NOT BE ACCEPTED.

Marking Criteria
All assignments will be marked based on criteria covered in the lectures, the labs, and your textbook. Following assignment instructions closely is essential. Assignments that do not follow format guidelines will be penalized, as will errors in grammar, punctuation, and spelling.