ENGLISH 210C
Report Writing Spring 2001

Instructor: Kathryn McArthur     Phone: 888-4567 X3398     Email: kmcarthu@watarts
Office Hours: HH 262 Tues./Thurs. 11am-12pm
Teaching Assistant: Stephen Noel

Lecture:      Tues. 2:30 - 4:00 C01 ES1 350
Labs:         Thurs. 2:30 - 4:00 T01 HH 139     S. Noel
               Thurs. 2:30 - 4:00 T02 HH 124     K. McArthur

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

TEXTBOOKS
Required:
Recommended:
(Royalties from the purchase of this book go to an English Scholarship Fund)

ASSIGNMENT SCHEDULE

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Memo Report</td>
<td>May 24, 2001</td>
</tr>
<tr>
<td>Topic Proposal and</td>
<td></td>
</tr>
<tr>
<td>Working Bibliography</td>
<td>June 15, 2001</td>
</tr>
<tr>
<td>Research and Documentation</td>
<td>June 29, 2001</td>
</tr>
<tr>
<td>Memo/Progress Report</td>
<td>July 5, 2001</td>
</tr>
<tr>
<td>Term Test</td>
<td>July 10, 2001</td>
</tr>
<tr>
<td>Final Report and Lab Portfolio</td>
<td>July 24, 2001</td>
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Reading Requirements

- chapters 1 and 2
- chapters 4 and 10
- chapters 7 and 9
- (chapters 7 and 10)
- chapter 11
- chapter 12 (4)
- chapter 8

To be completed for:

- May 8
- May 8
- May 15
- May 29/June 5)
- June 20
- June 27
- July 3

PLEASE NOTE: There will be no lab on May 17, and no lecture on May 22.
**GRADING**
The final grade for this course will be calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Portfolio</td>
<td>10%</td>
</tr>
<tr>
<td>Memo Report</td>
<td>10%</td>
</tr>
<tr>
<td>Topic Proposal/Bibliography</td>
<td>20%</td>
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<tr>
<td>Research and Documentation</td>
<td>5%</td>
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<tr>
<td>Memo/Progress Report</td>
<td>10%</td>
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<tr>
<td>Midterm</td>
<td>10%</td>
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<tr>
<td>Formal Report</td>
<td>35%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**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, Topic Proposal and Bibliography, Research and Documentation, Memo/Progress Report**
Details of these assignments will be handed out in class.

**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.