ENGLISH 210C: Report Writing

Course Outline - Fall 1990

Instructor: Marilyn Mathews
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Lab Instructors: J.L. Granskou, M.J. Morrison,
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Course Objectives:
By the end of the term, you will have

1. Practised directing your writing towards a specific purpose
   and audience.

2. Reviewed methods of gathering, evaluating, and organizing
   information.

3. Planned and written various kinds of reports, written and
   oral, as well as supplementary material.

4. Examined formatting techniques, including graphics, in order
   to produce a report with visual appeal.

5. Experienced the value of working towards a goal individually
   and as part of a group.

6. Analyzed your own writing process in order to achieve
   maximum clarity and persuasiveness.

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Required Text:
Markel. Technical Writing: Situations and Strategies. 2nd
edition.

Course Requirements:

Individual Formal Report (30%)
Group Oral Report (30%)
Bibliographic Report (10%)
Short Reports (20%)
Attendance/Participation (10%)
ENGLISH 210C: Report Writing  Proposed Course Outline

WEEK 1 Sept. 14
- introduction to report writing (lecture)
- (lab) Set up for group work and assignments

WEEK 2 Sept. 21
- Writing in the Workplace I, IBM
- lab

WEEK 3 Sept. 28
- audience/purpose
- lab

WEEK 4 Oct. 5
- bibliographies/research
- lab

WEEK 5 Oct. 12
- organizational strategies I
- lab

WEEK 6 Oct. 19
- organizational strategies II
- lab

WEEK 7 Oct. 26
- graphics/supplements
- lab

WEEK 8 Nov. 2
- revision strategies I
- lab

WEEK 9 Nov. 9
- revision strategies II
- lab

WEEK 10 Nov. 16
- Writing in the Workplace II
- lab

WEEK 11 Nov. 23
- lab

WEEK 12 Nov. 30
Except for in-class work, all assignments should be typed and double-spaced on white paper.

On each assignment you submit, use only your student number as identification. Attach a separate cover page on which you have typed the following: your name, ID number, course name, assignment number or name, lab instructor.

For the purposes of peer evaluation exercises, your lab instructor may ask you to prepare two copies of some assignments.

Further format requirements for each assignment will be covered in the lectures and the labs. Assignments that do not follow specific instructions will be penalized.

No extensions will be given for assignments. Late assignments will be penalized except in the case of documented illness or family emergency. If you cannot avoid missing a lecture or lab, you should arrange to complete assignments in advance or find out any new assignments that may be due.

Students are expected to attend all lectures and labs. Some short assignments, written during the labs or lectures, may be used as part of your participation mark.