ENGLISH 210C: Report Writing
Course Outline
Spring 1990

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Office: HH

Lab Instructors: Michelle Coupal  Michael O'Driscol
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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 specialized parts of reports
   and supplementary material.

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

5. Summarized technical material effectively for your own use
   and for other audiences.

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

Required Text:
Samuels, Marilyn Schauer. The Technical Writing Process.

Course Requirements:

Formal Report (30%)
Topic Proposal (10%)
Bibliographic Report (20%)
Summary (10%)
Progress Report (10%)
Oral Report (10%)
Attendance/Participation (10%)
English 210C: Report Writing - Course Outline

WEEK 1 - May 7
- introduction to report writing (lecture)
- diagnostic exercise (lab)
- read ch. 1 and 2

WEEK 2 - May 14
- audience/purpose
- writing assessment workshop
- read ch. 3 and 4

WEEK 3 - May 21
- no lecture
- outline workshop; TOPIC PROPOSAL DUE
- read ch. 5 and 7

WEEK 4 - May 28
- bibliographies/research
- revision workshop I
- read ch. 10 and 11

WEEK 5 - June 4
- short reports; proposals
- revision workshop II; DRAFT REQUIRED
- read ch. 13

WEEK 6 - June 11
- summaries
- workshop on summaries; BIBLIOGRAPHIC REPORT DUE
- read ch. 12

WEEK 7 - June 18
- progress reports
- in-class summary assignment; SUMMARY DUE
- read ch. 14

WEEK 8 - June 25
- oral reports
- oral presentations begin; PROGRESS REPORT DUE

WEEK 9 - July 2
- no lecture
- oral presentations
- read ch. 6

WEEK 10 - July 9
- graphics/supplements
- workshop on graphics
- review ch. 7 and 13

WEEK 11 - July 16
- revision techniques
- revision workshop III; DRAFT REQUIRED
WEEK 12  -  July 23
-no lecture
-COMPLETION REPORT DUE

With the exception of the in-class summary, all assignments should be typed and double-spaced. Specific format requirements for the various assignments will be covered in the lectures and the labs.

All assignments are to be handed in during the lab period of the week in which they are due. No late assignments will be accepted and no extensions given, except in the case of documented illness or family emergency.