ENGLISH 210C
Report Writing

Spring 1994

Instructor: Kathryn McArthur
Office Hours: Tues./Thurs. 1-3pm
HH 266 Wednesdays 6-7pm

Teaching Assistants: Peter Sturdee
Beth Brown

This course focuses on a specific type of document: the written report. Lectures, labs, and assignments will offer students the opportunity to study and practice 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


ASSIGNMENT SCHEDULE

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<th>Item</th>
<th>Due Date</th>
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<td>Memo Report</td>
<td>May 25</td>
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<td>In-class summary</td>
<td>June 1, 3</td>
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<td>Topic Proposal and Working Bibliography</td>
<td>June 6</td>
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<td>Draft Outline</td>
<td>June 22, 24</td>
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<td>Midterm</td>
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<td>Final Report and Lab Portfolio</td>
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Reading Requirements

| chapters 1 and 2          | May 4          |
| chapters 3, 4, 5          | May 9          |
| chapter 17                | May 16         |
| chapters 6, 7, 8          | May 25         |
| chapters 9, 10, 11, 19    | May 30         |
| chapters 12, 13, 18       | June 27        |
GRADING
The final grade for this course will be calculated as follows:

Lab Portfolio 10%
Memo Report 15%
Topic Proposal/Bibliography 25%
Midterm 20%
Formal Report 30%

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.

Memo Report
Details of this assignment will be distributed in class.

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

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

Formal Report
Specific guidelines will be distributed 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.