University of Waterloo  
Department of English  
English 210C  
Report Writing  
Summer 1993

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Course Description: This course will focus on the principles and practices of effective report writing in preparing and presenting various types of long and short reports. This semester the course will focus on an investigation into the communication practices of an organization related to the student's chosen career. All of the consecutive course assignments will relate to this topic and will lead to a major group report.

Goals: This course aims to provide students with  
1. experience in the research and data collection needed for report writing;  
2. exposure to the social and rhetorical contexts which affect reports;  
3. practice in the strategic approaches needed to compose reports including audience analysis and effective editing;  
4. practice in various types of organizational structures and styles;  
5. opportunities to work in groups and as individuals;  
6. experience in oral reports.


Kinko's material

Evaluation:  
1. Memo--Informal proposal 5%  
2. Research report 15%  
3. Discourse Analysis report 20%  
4. Formal Proposal 10%  
5. Oral report 10%  
6. Formal report 30%  
7. Research log 5%  
8. Editing 5%
Course Policies:
1. In this course workshop attendance and bringing prepared drafts and material to the workshops are crucial. Accordingly, any student who fails to bring drafts or required materials to a workshop will automatically lose 20% of the assignment to which the workshop is dedicated.
2. Failure to attend workshops (unless mitigating circumstances exist) will result in a 20% reduction of the assignment to which the workshop is dedicated.
3. Late reports will be penalized 5% per day unless mitigating circumstances exist.
4. Group participation is highly valued. Accordingly, part of the grade of the final report will be based on self and peer evaluation.

Schedule

Week 1.
May 3  Course introduction
May 5  Organizational workshop

Week 2.
May 10. Read Chapt 1 and 2, Chapt 8.
         Invention: Finding and Constructing Information
May 12  Do memo draft *

Week 3.
May 17  Read Chapt 3.
         Rhetorical Analysis
May 19  Interview techniques and design
         Do memo final

Week 4.
May 24  Victoria Day Holiday
May 26  Research design

Week 5.
May 31  Read Chapt 5.
         Organization and Periodic reports
June 2  draft of research report

Week 6.
June 7  Organization
         Discourse analysis
         Read Kinko's material on discourse analysis
June 9  Discourse analysis workshop

Week 7.
June 14. Appendix
         Style
June 16  Do draft of discourse analysis*
         Do final research report
Week 8.
  June 21. Read Chapt 10
  Style and Editing
  June 23. Do draft of research proposal

Week 9.
  June 28. Read Chapt 11
  Document Design
  June 30. Do final discourse analysis report
  Do final research proposal

Week 10.
  July 5. Report format
  July 7. Do first draft of formal report

Week 11.
  July 12. Oral presentation techniques
  July 14. Do second draft of formal report*

Week 12.
  July 19. Final report format
  July 21. Oral reports begin

Week 13.
  July 26.
  July 28. Oral reports
  July 30. Final research report due

* means that section instructors will provide in-process commentary on drafts.

Assignments

In this course we are working towards a modified version of the term project option outlined in Solving Problems. All of the course assignments will be directed towards discovering the communication practices of organizations of interest to the students. Students will work in groups to compile, analyze and write about their discoveries. Much of this material will be used again as resources for future 210 C students.

1. Memo--Informal proposal 5%
   See page 47, assignment 1 under Term Project Option.
   Be sure to read Chapt 1-3 and Chapt 8.
   (1-3 pages)

2. Research report 15%
   Report on what you have discovered in your library research
   and during your interview.
   See pages 47-48 (question 2) and pages 81-82.
   In order to keep this project manageable, you may limit your
library sources to 5 items. 
(3-5 pages)

3. Discourse Analysis report 20%
After constructing a database of material written by your
discourse community, analyze it using the articles on discourse
analysis present in your Kinko's package.
See Chapt 5. especially p. 169.
(7-9 pages)

4. Formal Proposal 10%
Explain how your group plans to write your final report. Your
reader will want to see an outline, an explanation as to who is
doing what, and your deadlines. Most importantly, your reader will
want to know whether your group has decided to write a series of
connected reports or one group report (see assignment 6). (2-3
pages)

5. Oral report 10%
Your group has between 5-7 minutes each to explain to the
class your research findings.

6. Formal report 30%
This completion report details the groups' findings regarding
their organization or discourse community.

This assignment can be fulfilled in two ways:

1. Individuals in the group can write a series of interconnected
reports (with a covering letter explaining how the reports are
related). Each individual report should consist of 10-12 pages and
should conform to the relevant format (see p.181).

2. A group could decide to write one report. See chapter 10--
especially assignment 1 on p.402. If a group decides to adopt this
option, than your reader would need to know who performed each task
in developing the report. The overall page count should also be
lower i.e., approx. 8 pages per individual contributor. This report
should also conform to the relevant format (see p.181).

7. Research log 5%
See material in your Kinko's package regarding a research log.
This assignment will be collected twice during the semester and
will be graded for completion only. It is anticipated that students
will write about 3 pages a week.

8. Editing 5%
During the course students will be editing each other's work
in virtually each workshop. This grade will be awarded to those
students who consistently, tactfully, and thoroughly offer good
advice to their peers.