ENGLISH 210C: Report Writing
Course Outline
Winter 1990

Instructor: Jeanne Yardley
Office #251; Ext. 3318
Tuesdays 2:30-3:30; Thursdays 12:30-1:30

Lab Instructors: Debbie Fast
Christine Fischer
Michele Gardner

Course Objectives:
To familiarize the student with the principles and practice of
good report writing including report language, styles and
various forms of report organization.

Required Text:
Markel, Michael. Technical Writing: Situations and Strategies,
2nd ed.

Requirements:
1. Diagnostic Exercise (no marks)
2. Summary Exercise (5%)
3. Memo Report -- 500-1000 words (10%)
4. Research Project (topic open but must be approved)
   Oral Summary of 10-page Article or Chapter (10%)
   Proposal & Bibliography -- 1000-1500 words (15%)
   Progress Report -- 500-1000 words (10%)
   Completion Report -- 2000-2500 words (30%)
5. Course File -- assignments, responses, revisions, etc (10%)
6. Attendance, Participation & Drafts (10%)

All written assignments, except for those completed in writing
labs, must be typed and double-spaced.

Note about due dates: There will be no late work and no
extensions in this course, except in the case of proper
notification of medical or family emergency. Lab instructors
will have a heavy marking load and will not have the
flexibility to mark late assignments.

Note about your writing context and reader: All of the work
that you do for this course will be realistic in the sense that it will be the kind of work that you can imagine someone in the "real" world doing (that is, the world outside of the student-teacher relationship). You will be doing real research and analysis and producing original documents to fit in a work setting that is imaginary.

Assume that you are a student working for a summer or work term for a large and widely diversified firm called 210C Corp., a company that is engaged in whatever type of business interests you. Your primary reader for all reports you write is your department manager at 210C Corp. (also known as your lab instructor), who has a background in business administration, not in any technical field. If you are writing on a specialized technical subject, you must assume that your reader has no more than a high school level of understanding of this subject.

Course Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Jan 9</td>
<td>Introduction to Report Writing</td>
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<tr>
<td>Jan 11</td>
<td>in-class diagnostic exercise</td>
<td>read Chapters 1, 2</td>
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<tr>
<td>Jan 16</td>
<td>Report Style; Summarizing Information</td>
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<tr>
<td>Jan 18</td>
<td>workshop on summary exercise</td>
<td>read Chapters 3, 11</td>
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<td>Jan 23</td>
<td>Memo Reports; Revision</td>
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<td>Jan 25</td>
<td>revision strategies workshop / summary due</td>
<td>read Chapter 3, 12</td>
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<td>Jan 30</td>
<td>Oral Reporting; Research Topics</td>
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<tr>
<td>Feb 1</td>
<td>workshop on memo report (draft required)</td>
<td>read Chapter 17, Appendix A</td>
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<td>Feb 6</td>
<td>Proposals</td>
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<td>Feb 8</td>
<td>orals / memo report due</td>
<td>read Chapter 13</td>
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<td>Feb 13</td>
<td>Report Research I</td>
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<td>Feb 15</td>
<td>workshop on proposal (draft required)</td>
<td>read Chapter 4 &amp; Appendix B</td>
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<td>Feb 20-2</td>
<td>READING WEEK -- NO CLASSES</td>
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<td>Feb 27</td>
<td>Progress Reports; Report Research II</td>
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<tr>
<td>Mar 1</td>
<td>orals / proposal due</td>
<td>read Chapter 14</td>
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<td>Mar 6</td>
<td>Report Organization</td>
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<tr>
<td>Mar 8</td>
<td>consultations</td>
<td>read Chapters 6, 7, &amp; 8</td>
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Mar 13 Formal Reports
Mar 15 orals \ progress report due
   read Chapters 15 & 16
Mar 20 report Design
Mar 22 consultations *
   read Chapter 10
Mar 27 consultations *
Mar 29 workshop on final report (draft required)
   course file due
Apr 3 consultations *
Apr 5 final report due

* Classes on these days will be cancelled so that once during
the term each student can schedule an individual 15-minute
consultation with the lab instructor about the research project
and writing problems.

Assignment 1: Diagnostic Exercise
(written in class on January 11)

You are a new summer or workterm employee with 210C Corp. On
your second day of work, you receive the following memo:

210C CORP MEMORANDUM

To: Your name
From: Your lab instructor's name,
   Manager of your department
Date: 11 January 1990
Subject: Company-sponsored Report Writing Course

Welcome to 210c Corp! As a new employee, you may take
advantage of fully-sponsored courses offered in appropriate
subjects. The company will provide you with time to attend
classes, pay travel and other expenses, and give you a $500
bonus upon successful completion of each course.

Since your new job requires a substantial amount of writing and
your records indicate no previous formal training in this
subject, I would like to offer you a chance to attend a report
writing course beginning this week (course description
attached).

Unfortunately, there are a limited number of places available
in this course. I must select participants according to their
demonstrated interest in learning more about writing on the
job. Please write a brief memo to me immediately telling me in
a couple of paragraphs how you feel about your writing, what
experience you have in report writing in particular, why you wish to take this course, and what you hope to get out of it.

If you have any questions, please call me at extension 3886. But don't delay -- I need your response right away.

Note for Assignments 2 and 3: In the Reserve section of the Arts Library, you will find two sample reports on file under the course name. Both are based on final reports written by recent students of English 210C. Read them and select one to work on for these two assignments as explained in the following two memos.

Assignment 2: Summary Exercise

210C CORP MEMORANDUM

To: Your name

From: Your lab instructor's name
Manager of your department

Date: 16 January 1990

Subject: Summary for Attached Incoming Report to Managers

I have just received this report which is to be circulated to all managers and vetted at the next managers meeting.

I notice that the writer has neglected to attach an executive summary, an essential component since it's probably the only thing the other managers will bother to read.

Could you please take a look at the report and write up a summary for it by January 23rd?

Assignment 3: Memo Report

210C CORP MEMORANDUM

To: Your name

From: Your lab instructor's name,
Manager of your department

Date: 17 January 1990

Subject: Critique of Incoming Report to Managers

Clara Smith in Human Resources has just asked me to comment on our upcoming managers meeting on the quality of report writing we've been getting from our consultants and in-house people. Since you're taking the report writing course, I'd like you to
give me some idea of what to say.

The report I sent you yesterday is typical of what we've been getting. Please read it carefully and write a memo report to me on its success as an example of report writing. Don't worry about criticising any technical content; Smith wants to know if our writers are using structure, language, style, and logic effectively. I suggest you consider it in terms of the aspects of report writing that you've covered so far in your course. I'll need your report by Feb 8.