ENGLISH 210C: Report Writing
Winter 1991

Instructor: Marilyn Holt
Office: , Ext.

Lab Instructors: J.L. Granskou; M.J. Morrison;
P. Gillyat; J. Breithaupt

Required Text:
Lee and others. The Handbook of Technical Writing: Form and

Course Requirements:

- Individual Formal Report (25%)
- Group Oral Report (15%)
- Bibliographic Assignment (10%)
- Short Reports (30%)
- Attendance/Participation (10%)
- Midterm Exam (10%)

Course Objectives: By the end of the term, you will have

1. Practiced directing your writing towards a specific purpose
and audience.
2. Reviewed methods of gathering, evaluating, and organizing
information.
3. Planned and produced 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 style in order to achieve maximum
clarity and persuasiveness.

In order to reach the above objectives, the lectures and
writing labs will cover the following topics:

- Introduction to Report Writing
- Writing for a Specific Audience and Purpose
- Investigation Techniques
- Report Writing Conventions
- Organization and Outlining
- Documentation and research
- Graphics
- Format and Layout
- Revision Strategies
- Writing style
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. No assignment should be bound into a cover of any sort except the Formal Report.

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.

Late assignments will be penalized one grade level per day for a maximum of two days. No assignment will be accepted beyond that time without documentation of medical or family emergency.

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. Students should bring the textbook to every lab.