English 210C
Report Writing

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Overview

English 210C is designed to help you write effective reports. Over the duration of the course, you will write several small progress reports and two larger formal reports. The weekly one-hour lecture will focus on techniques and strategies for producing your assignments, while in the two-hour tutorial you will analyze existing reports and work on incorporating discoveries into your own writing. Tutorials will also concentrate on writing basics as needed.

Texts


Other handouts, as assigned during the lectures and tutorials: these will consist primarily of reports that will undergo analysis during the tutorials.

Assignments

1. Value: 30% of course
   Due: At the beginning of your tutorial in weeks 2, 4, 8, 10, 12.

   A series of short, 2-3 page (c. 600 words) memos, reporting on the progress of your academic semester. Each report will begin with a concise summary paragraph and will incorporate tables, charts, and figures as appropriate.

2. Value: 30% of course
   Due: At the beginning of your tutorial on Wednesday, February 10.

   A mid-length, 10-12 page (2500+ words) report dealing with the effects on your department of recent financial cutbacks to the university. A detailed description of this assignment will be distributed in the Week 2 lecture period.
3. **Value**: 40% of course  
**Due**: At noon on Friday, April 2.

A formal, 16-20 page (4000-5000 words) report on one of the following topics:

(a) the de-streaming of grades 9 and 10 at your high school  
(b) the work of crisis centres on campus or in your community  
(c) the loss of the OSAP grants program  
(d) the co-op program and after-graduation careers  
(e) the use of alumni and/or corporate donations by the university  
(f) the status of women's organizations and programs on campus

A detailed description of this assignment will be distributed in the Week 4 lecture period.

**Assignment Presentation**

Consider every assignment as being submitted in a professional setting. As a result, assignments must be printed or typed, and hand-written assignments are unacceptable. Sloppily presented assignments will be penalized.

Errors in spelling, grammar, diction, and other aspects of language use will also be penalized. Your tutorial instructor will attempt to identify specific problems you might be having; if there are any you know of yourself, seek her/him out for help.

Remember that nothing destroys a report's credibility more quickly than poor presentation or the poor use of language.

**Assignment Revision**

As is the case in the world of work, the submitted assignment is the final version of the report. All revision is to take place before the due date. Your tutorial instructor will let you know when she/he is available for revision assistance. Be sure to allot time before preparing the final draft of your report for scheduling such assistance.

**Late Assignments**

You will be penalized one full grade for every 24-hour period, or portion thereof, that the assignment is late. The first grade is lost as soon as the due time passes. There will be no exceptions, except in the case of valid medical certification.
Schedule

Wk#  Lecture Topics, Readings, Assignments

1. **Topic:** Introduction: Reports and their Contexts  
   **Readings:** none  
   **Due:** Purchase textbook for first tutorial.

2. **Topic:** Primary research  
   **Readings:** B&B Chpt. 12  
   **Due:** First report for Assignment #1

3. **Topic:** Secondary research  
   **Readings:** B&B Chpt. 10-11  
   **Due:** none

4. **Topic:** Working with your research findings  
   **Readings:** B&B Chpt. 14  
   **Due:** Second report for Assignment #1

5. **Topic:** Organizing and writing the report  
   **Readings:** B&B Chpt. 16  
   **Due:** none

6. **Topic:** Graphics, charts, tables I  
   **Readings:** B&B Chpt. 15  
   **Due:** Assignment #2

7. Reading week - no classes

8. **Topic:** Graphics, charts, tables II  
   **Readings:** B&B Chpt. 15  
   **Due:** Third report for Assignment #1

9. **Topic:** Using the Computer I  
   **Readings:** B&B Chpt. 19  
   **Due:** none

10. **Topic:** Using the computer II  
    **Readings:** B&B Chpt. 19  
    **Due:** Fourth report for Assignment #1

11. **Topic:** Using statistics  
    **Readings:** B&B Chpt. 20  
    **Due:** None

12. **Topic:** Oral presentations  
    **Readings:** B&B Chpt. 18  
    **Due:** Fifth report for Assignment #1

13. **Topic:** No classes; all instructors will hold additional office hours during class times  
    **Readings:** none  
    **Due:** Assignment #3