ENGLISH 210C
Report Writing

Winter 1996
Instructor: Kathryn McArthur
Office Hours: HH 266 Tues. 11:30 - 1:30pm.
Thurs. 11:30 - 1:30pm.
Wed. 6:00 - 6:45pm

Lecture: Tues. 10:00 - 11:30 C01 MC 4045
Labs: Thurs. 10:00 - 11:30 T01 ML 119A
11:30 - 1:00 T02 ML 119
1:00 - 2:30 T03 ML 354
2:30 - 4:00 T04 ML 354

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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<tr>
<td>Memo Report</td>
<td>January 30, 1996</td>
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<tr>
<td>Topic Proposal and Working Bibliography (Reading Week - February 19-23)</td>
<td>February 13, 1996</td>
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<td>Draft Outline</td>
<td>March 14, 1996</td>
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<td>Midterm</td>
<td>March 19, 1996</td>
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<td>Final Report and Lab Portfolio</td>
<td>April 2, 1996</td>
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Reading Requirements

| chapters 1 and 2              | January 9        |
| chapter 3                     | January 16       |
| chapters 4 and 13             | January 23       |
| chapters 5, 6, 7              | January 30       |
| chapter 20                    | February 6       |
| chapters 8, 9, 10             | February 13      |
| chapters 11 and 12            | February 27      |
| chapter 19                    | March 5          |
GRADING
The final grade for this course will be calculated as follows:

Lab Portfolio                  10%
Memo Report                    15%
Topic Proposal/Bibliography    20%
Midterm                        15%
Formal Report                  40%
                                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. Your mark will be based on completeness of the portfolio, attendance and participation in the lecture and in the lab sessions.

Memo Report
Details of this assignment are included in the workbook.

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

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

Formal Report
Specific guidelines for content and specific submission details will be distributed in the lecture and discussed 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.