ENGLISH 210C
Report Writing

Winter 1997
Instructor: Kathryn McArthur
Office Hours: HH 266 Tues. 11:30-12:30, 2:30-3:30
Thurs. 11:30 -12:30
Lecture: Tues. 10:00 - 11:30 C01 DC 1350
Labs: Thurs. 10:00 - 11:30 T01 ML 119
11:30 - 1:00 T02 ML 212
1:00 - 2:30 T03 ML 119
2:30 - 4:00 T04 ML 119

This course focuses on a specific type of document: the written report. Lectures, labs, and
assignments will offer students the opportunity to study and practise 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
Helen Holmes. Nelson Canada.
Workbook for 210C available in the Bookstore

ASSIGNMENT SCHEDULE
Item
Memo Report
Topic Proposal and
Working Bibliography
(Reading Week - February 17-21)
Draft Outline
Midterm
Final Report and
Lab Portfolio
Reading Requirements

Due Date
January 23, 1997
February 6, 1997
March 13, 1997
March 25, 1997
April 8, 1997

To be completed by:
January 14
January 21
January 28
February 4
February 11
February 25
March 4
March 11
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.