ENGLISH 210C  
Report Writing  

Winter 1998

Instructor: Kathryn McArthur
Office Hours: HH 266 Tues. 11:30-12:30  
Thurs. 11:30-12:30
Lecture: Tues. 10:00 - 11:30 C01 MC 2066
Labs: Thurs. 10:00 - 11:30 T01 ML 119A  
11:30 - 1:00 T02 ML 119  
1:00 - 2:30 T03 ML 119A
2:30 - 4:00 T04 ML 119A

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
Required:
Workbook for English 210C, available in the Bookstore.
Recommended:
(Royalties from the purchase of this book go to an English Scholarship Fund)

ASSIGNMENT SCHEDULE

Item  
Memo Report
Topic Proposal and Working Bibliography  
(Reading Week - February 16-20)  
Draft Outline
Midterm
Final Report and Lab Portfolio

Due Date
January 22, 1997
February 5, 1997
March 12, 1997
March 24, 1997
April 7, 1997

Reading Requirements  
To be completed by:
chapters 1 and 2  
chapter 5
chapters 6 and 8  
Appendix A
chapter 7
chapters 3 and 4  

January 13
January 20
January 27
February 3
February 10
February 24
GRADING
The final grade for this course will be calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Portfolio</td>
<td>10%</td>
</tr>
<tr>
<td>Memo Report</td>
<td>15%</td>
</tr>
<tr>
<td>Topic Proposal/Bibliography</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm</td>
<td>15%</td>
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<tr>
<td>Formal Report</td>
<td>40%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**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.