2011 Summer Session (2011-2012 Academic Year)

ENGL 301: Technical Writing (3 credits)

Instructor: Dr. Ina Biermann
Section: 921
Term: 1A

Course Description:
The English 301 course provides principles of written communication outside of the academic environment, such as general business and professional writing, as well as practice in the preparation of abstracts, proposals, reports and correspondence.

Important: The ENGL301 course may not be used to meet the requirements for the English major or the English minor.

Please note: Regular class attendance and continued effort are vital. (Please see the detailed notes on p. 3 of this outline about the policy regarding class attendance.) This course involves a substantial amount of writing and workshop-type activities in class. The feedback provided in class cannot be repeated and no classes can be re-taught during office hours. A steady working pace should be maintained throughout the summer term.

Prerequisites:
6 credits completed of First Year English.

Required Texts:


Recommended Texts:

- A dictionary, for instance, one in the Oxford “learner’s dictionary” range, and a thesaurus, for instance, Roget’s.
- A user’s guide, such as:
Course Requirements:
The following assignments are required during the course on the dates specified. PLEASE NOTE: LATE ASSIGNMENTS WILL BE PENALIZED BY 5% PER LATE DAY.

1. Memo (diagnostic exercise towards participation grade) – in class May 9 (2%)
2. Definition - in class May 11 (10%)
3. Report proposal – in class May 18 (10%)
4. Report outline (at home) – May 25 (2%)
5. Instructions for a procedure - in class May 25 (10%)
6. Language exercise – in class May 30 (2%)
7. Report draft (towards participation grade); peer editing – May 30 (2%)
8. Business (formal) letter – in class June 1 (10%)
9. Job application in class – completed in class June 6 (10%)
10. Peer editing of final report draft (towards participation grade) – June 8 (2%)
11. Final report - due June 13 (30%)
12. Oral presentation of report – June 13 & 15 (10%)

Assignments completed at home must be typed. Assignments completed in the computer lab are to be printed at your own cost. Please note that late assignments will not be accepted without a valid reason accompanied by relevant documentation.

More detailed instructions for each assignment will be emailed to you or given in class.

Please take note of the following important information:

The departmental attendance policy:

1. Students who miss classes because of a disability and who are registered with the Disability Resource Centre are given reasonable accommodation, which is to be negotiated at the beginning of the course between the student, the DRC, and the instructor. Please make sure that you see me as soon as possible after the beginning of term if you are registered with the DRC, preferably within the first week of classes.

1. Students missing 40% or more of the classes, regardless of whether their absences are avoidable or unavoidable, will be considered unable to meet the "learning outcomes" of the course and will be excluded from the final examination.

1. Instructors are under no obligation to re-teach material that has already been taught in a regularly scheduled class.

Academic concessions regarding observance of religious holidays:
1. Students are required to provide at least TWO WEEKS prior notice in writing (preferably earlier) of their intention to absent themselves under the university policy on religious holidays. Detailed information is available in the regular printed version of the 2010/2011 Calendar and also at: www.policy.ubc.ca/policy65.html.

1. Opportunity will be provided for students to make up work or examinations missed without penalty.

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SYLLABUS: ENGLISH 301/921
Technical Writing (Summer 2011: Term 1A)

Week 1
May 9: Introduction
Memo; summarizing (diagnostic exercise)
May 11: Defining; Assignment 1 in class; announcement of assignment on research proposal
Reading: Chapters 1; 9 & 22; 14; 18

Week 2
May 16: Feedback on diagnostic exercise and errors; introduction to reports; choosing a report topic; writing a report proposal and making an outline
May 19: Report proposal – presentation in class
Reading: Chapters 2-4; 14 & 18

Week 3
May 23: Victoria Day (University closed)
May 25: Instructions for a procedure; the use of the imperative form; Assignment 2 in class
Reading: Chapters 1-3; 16

Week 4
May 30: Language exercise; report draft; documenting research findings; peer editing
June 1: Business letters: bring examples of business letters and write two business letters in class (one from a client and one from the company in reaction to the client’s letter) Assignment 8 in class
Reading: Chapters 8; 21-22

Week 5
June 6: Job applications: find a job advertisement and bring it to the class; compose a traditional resumé and cover letter applying for the advertised position; complete the assignment in class
June 8: Revising the report draft (peer editing)
Finalizing the report and preparing the presentation copy: preparing supplements; conclusion and recommendations; introduction; references; optional glossary; abstract; letter of transmittal; title page; table of contents and list of illustrations; editing your writing; submitting the report

Reading: Chapters 19-21

**Week 6**

**Formal Report due on June 13 during the first 10 minutes of class time**
June 13 & 15: Presentation in class, using a medium of your choice to enhance the presentation

Reading: Chapters 23-24

*Please note that the schedule is subject to change at the instructor’s discretion.*