

**Fall 2016**  
**ENGLISH 1112, SECTION A**  
**TECHNICAL REPORT WRITING**  
**Lectures: Mondays from 17:30 to 19:00 pm (FSS 1007)**  
**Workshops: Wednesdays from 17:30 to 19:00 pm**  
**(LMX 243, HGN 305, and LMX 407)**  
**Professor: Elena Ilina**  
**Office Hours: Tuesdays, 12:00--13:00 pm or by appointment**  
**Email: [eilina@uottawa.ca](mailto:eilina@uottawa.ca)**

## **Description and Objectives**

This course aims at teaching students fundamental communication skills required in their chosen professional fields. Through frequent written assignments and exercises, students will develop their composition skills and learn to present technical information in a clear, concise, and logical manner.

Upon successful completion of this course, students will know how to compose and structure a variety of technical documents typical to their fields of study. Students will also learn to

- write coherent texts using content and language appropriate for the intended readers;
- design and format a variety of documents according to the basic norms of written technical communication in their chosen professions;
- select relevant sources of information for their documents and integrate, cite, and document them properly in the APA Style;
- revise and proofread their written work to ensure logical consistency and grammatical correctness.

## **Methodology**

Lectures and group workshop activities; independent study for grammar review; and tutoring as required at the Writing Centre outside of regular class hours.

## **Required Texts**

Beer, David and David McMurrey. *A Guide to Writing as an Engineer*. 4<sup>rd</sup> Ed. New York: John Wiley, 2009.

Hacker, Diana. *A Canadian Writer's Reference* (with Exercises). 6<sup>th</sup> Ed. Toronto: Nelson Canada.

Available at Benjamin Books Store, 122 Osgoode St., Ottawa

## Grading

|   |                             |
|---|-----------------------------|
| Three (3) written assignments                 | 45% (10%, 15%, and 20%)     |
| Four (4) grammar tests (in-class)             | 10% (2.5% each test)        |
| Five (5) skill builders (in-class)            | 10% (2% each skill builder) |
| Final Technical Report (take-home final exam) | 35%                         |

### Types of out-of-class assignments, weighting, and due dates:

|                                     |              |                     |
|-------------------------------------|--------------|---------------------|
| 1. Résumé and Letter of Application | 10%          | Wed. Oct. 05        |
| 2. Proposal                         | 15%          | Wed. Nov. 02        |
| 3. Progress Report                  | 20%          | Wed. Nov. 23        |
| 4. <b>Final Technical Report</b>    | <b>(35%)</b> | <b>Mon. Dec. 12</b> |

**Please note that the attendance of lectures and workshops in this course is mandatory.** Moreover, to get a credit for this course, students have to submit their proposals, progress reports, and final technical reports. **If any student fails to submit any of the above mentioned assignments, his/her grade for this course will be “INCOMPLETE.”**

**Skill Builders and Grammar Tests** will be assigned and completed in workshop class time. Because this is a workshop course, regular attendance will enhance success. **There will be no opportunity to complete a Skill Builder or write a Test outside the assigned class time.**

**Students who miss more than three (3) workshops will receive an “INCOMPLETE” grade for this course.**

### Assignment Submission Policies

Assignments are due at the beginning of the class on the due date. Please hand in your assignment **IN PERSON; NO e-mail submissions or submissions made on someone’s behalf will be accepted.** The English Department Secretariat will NOT accept any assignments either, and papers left at your instructor’s or your teaching assistant’s door will NOT be graded.

**Because of the frequency of assignments in this course and the importance of receiving feedback before students submit their next assignments, late assignments will be accepted only within one week from the due date.** The penalty for late assignment submissions will be **10% a day** off the assignment’s total grade.

Illness or emergencies will, of course, allow exemption from this policy, but students will have to present a valid medical certificate and get in touch with their instructors as soon as the exemption period specified in the certificate ends. **One day medical exemption notes should be submitted within five working days from an assignment’s due date.**

## Note on Academic Dishonesty

Forms of academic fraud include improper, missing, or made-up bibliographical information, passing off others' work as one's own, turning in the same assignment for more than one class, and collaborative efforts when individual work is requested. ALL forms of academic dishonesty are prohibited and if detected may result in failure of the assignment, failure of the course, or worse. Further information may be found at <http://www.uottawa.ca/plagiarism.pdf>.

## Class attendance and discipline

Being late for lectures and workshops, or leaving before the lectures and workshops end--unless you inform the teaching team in advance of the circumstances that require your absence--is unacceptable behaviour. Chatting with other students, listening to personal portable sound devices, overt inattentiveness, or the use of computers for purposes unrelated to classroom activities are examples of troublesome behaviour. Students who engage in troublesome behaviour do not only demonstrate their lack of respect for their own time and education; they also disrupt the working atmosphere in our classroom and undermine the value of the degree conferred by the University of Ottawa. We would like to urge every student in our class to maintain a productive atmosphere in our classroom. The time and money you invest in your education entitle you to the best instruction. **Do not tolerate troublesome behaviour.**

**Students who are late for lectures or workshops will receive no credit for Grammar Tests or Skill Builders. In addition, the teaching team reserves the right to lower the total grade of students who engage in troublesome behaviour by 10%.**

## E-Mail Policies

Feel free to use e-mail to set up an appointment with your instructor or workshop leader or to inform them **in advance** of any reasons that may cause your absence in class. Allow your teaching team **48 hours** to answer your e-mail. If you have to miss a class, ask another student to take notes for you and consult our postings on Virtual Campus. **Please read your assignments carefully and do not e-mail your teaching team if answers to your questions can be found in your assignment instructions.**

## The Arts Writing Centre

If you are advised to see a writing tutor, make an appointment with the Writing Centre located in the second basement level of Morisset Hall. To meet with an English Teaching Assistant, **you must register at [Tutoring at the Writing Centre](#)** and follow the instructions to make an appointment. Walk-ins are accepted ONLY if the TA has no scheduled appointments. The tutors will not edit or proofread your assignment, but they will offer suggestions for improvement and work with you on specific problems.

Writing Centre, MRT 0036

Telephone: 613 562-5800 ext: 2267

E-mail: [writcent@uottawa.ca](mailto:writcent@uottawa.ca)

Web: <http://www.writingcentre.uottawa.ca/homepage.html>

## **Sexual Violence: Support and Prevention**

The University of Ottawa does not tolerate any form of sexual violence. Sexual violence refers to any act of sexual nature committed without consent, such as rape, sexual harassment or online harassment. The University, as well as student and employee associations, offers a full range of resources and services allowing members of our community to receive information and confidential assistance and providing for a procedure to report an incident or make a complaint.

For more information, visit [www.uOttawa.ca/sexual-violence-support-and-prevention](http://www.uOttawa.ca/sexual-violence-support-and-prevention).

## TENTATIVE CLASS SCHEDULE

*ENG 1112 A--FALL 2016*

| DATE    | LECTURES/WORKSHOPS  | READINGS   |  |
|---------|---|--|--|
|         |   | Hacker   | Beer & McMurrey  |
| Sep. 07 | <b>WORKSHOP: Diagnostic writing sample (mandatory attendance)</b>   |  |  |
| Sep. 12 | <ul style="list-style-type: none"> <li>• Introduction: Basic Purpose and Goals of the Course</li> <li>• Communication for Scientists and Engineers: Purpose, Audience, and Format</li> <li>• Email Etiquette</li> <li>• Basic Grammar: Parts of Speech, Parts of Sentences, and Sentence Types</li> </ul> |  |  |
| Sep. 14 | <b>WORKSHOP: Preparation for Grammar Test 1: Basic Grammar</b>  |  |  |
| Sep. 19 | <ul style="list-style-type: none"> <li>• Employment Correspondence</li> <li>• Assignment 1: Letter of Application and Résumé</li> <li>• Paragraph Structure</li> <li>• Basic Grammar: Sentence Types</li> </ul>   | <b>C5:</b><br>43--57;<br><br><b>B:</b><br>333--<br>353 | <b>Chapter 10:</b><br>201--228;<br><br><b>Blackboard Learn</b> |
| Sep. 21 | <b>WORKSHOP: Skill Builder 1: Paragraph Structure (2%)</b>  |  |  |

|                |   |  |  |
|----------------|---|--|--|
| <b>Sep. 26</b> | <ul style="list-style-type: none"> <li>• Types of Technical Reports</li> <li>• Basic Guidelines for Formatting Technical Documents <ul style="list-style-type: none"> <li>○ Hierarchical Headings</li> <li>○ Vertical and Horizontal Lists</li> </ul> </li> <li>• Proposals: Format and Structure</li> <li>• Basic Grammar: Sentence Types</li> </ul> | <b>B:</b><br>333—<br>353   | <b>Chapter 3:</b><br>48-52;<br><br><b>Chapter 5:</b><br>91-118;<br><br><b>Blackboard Learn</b>   |
| <b>Sep. 28</b> | <b>WORKSHOP: Grammar Test 1: Basic Grammar (2.5%)</b>   |  |  |
| <b>Oct. 03</b> | <ul style="list-style-type: none"> <li>• Assignment 2: Proposal</li> <li>• Writing a Memo</li> <li>• Introduction to APA Style</li> <li>• Paraphrasing and Summarizing</li> <li>• Sentence Style</li> </ul>   | <b>APA-2-4:</b><br>478—<br>495;<br><br><b>S1--S7:</b><br>129—<br>156 | <b>Chapter 4:</b><br>82--84;<br><br><b>Chapter 5:</b><br>102-105;<br><br><b>Blackboard Learn</b> |
| <b>Oct. 05</b> | <p><b>WORKSHOP:</b></p> <p style="text-align: center;">(1) Assignment 1 due: <b>Résumé and Cover Letter (10%);</b></p> <p style="text-align: center;">(2) Skill Builder 2: <b>Avoiding Plagiarism: Summarizing and Paraphrasing (2%)</b></p>  |  |  |
| <b>Oct. 10</b> | <b>Thanksgiving (no class)</b>  |  |  |
| <b>Oct. 12</b> | <p><b>WORKSHOP:</b></p> <p style="text-align: center;">(1) <b>Comments on Assignment 1;</b></p> <p style="text-align: center;">(2) <b>Checklist for Proposals</b></p>   |  |  |

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| <b>Oct. 17</b>                           | <ul style="list-style-type: none"> <li>• Samples of Proposals</li> <li>• Recommendation Reports</li> <li>• Research Papers and Research Questions</li> <li>• Sentence Style</li> </ul> | <b>S1--S7:</b><br><i>129--156</i> | <b>Chapter 5:</b><br><i>114--118;</i><br><br><b>Blackboard Learn</b>   |
| <b>Oct. 19</b>                           | <b>WORKSHOP: Skill Builder 3: Documenting Sources in APA Style (2%)</b>  |                                   |  |
| <b>Study week Oct. 23--Oct. 30, 2016</b> |  |                                   |  |
| <b>Oct. 31</b>                           | <ul style="list-style-type: none"> <li>• Library Tour</li> <li>• Grammatical Sentences</li> </ul>  | <b>G1-G6:</b><br><i>197--245</i>  |  |
| <b>Nov. 02</b>                           | <b>WORKSHOP:</b><br><br><b>(1) Assignment 2 due: Proposal (15%);</b><br><br><b>(2) Grammar Test 2: Sentence Style (2.5%)</b>   |                                   |  |
| <b>Nov. 07</b>                           | <ul style="list-style-type: none"> <li>• Assignment 3: Progress Report</li> <li>• Progress Reports</li> <li>• Understanding Visuals</li> <li>• Grammatical Sentences</li> </ul>        | <b>G1-G6:</b><br><i>197--245</i>  | <b>Chapter 5:</b><br><i>105--109;</i><br><br><b>Chapter 7:</b><br><i>138--148</i><br><br><b>Blackboard Learn</b> |
| <b>Nov. 09</b>                           | <b>WORKSHOP: Skill Builder 4: Editing for clarity and conciseness (2%)</b>   |                                   |  |

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| <b>Nov. 14</b> | <ul style="list-style-type: none"> <li>• Samples of Progress Reports</li> <li>• Visuals: Graphics and Tables</li> <li>• Numbers and Abbreviations</li> <li>• Punctuation</li> </ul>                                  | <b>P1-<br/>P10:</b><br>287--<br>330                                 | <b>Chapter 2:</b><br>31--39;<br><br><b>Chapter 7:</b><br>138--147<br><br><b>Blackboard<br/>Learn</b> |
| <b>Nov. 16</b> | <b>WORKSHOP: Grammar Test 3: Grammatical Sentences (2.5%)</b>  |   |  |
| <b>Nov. 21</b> | <ul style="list-style-type: none"> <li>• Final Report Format and Packaging</li> <li>• Samples of Preliminary Pages</li> <li>• Eliminating Noise in Technical Writing</li> <li>• Punctuation and Mechanics</li> </ul> | <b>P1-<br/>P10:</b><br>287--<br>330                                 | <b>Chapter 6:</b><br>119--137;<br><br><b>Chapter 2:</b><br>12--39;<br>40--71.                        |
| <b>Nov. 23</b> | <b>WORKSHOP:</b><br><br><b>(1) Assignment 3 due: Progress Report (20%);</b><br><br><b>(2) Skill Builder 5: Word Choice (2%)</b>  |   |  |
| <b>Nov. 28</b> | <ul style="list-style-type: none"> <li>• Introductions and Conclusions</li> <li>• Abstracts</li> <li>• Integration of Quotations</li> <li>• Mechanics</li> </ul>   | <b>APA-3:</b><br>482--<br>495;<br><br><b>P5-10:</b><br>307--<br>330 | <b>Chapter 6:</b><br>119--137;<br><br><b>Blackboard<br/>Learn</b>                                    |
| <b>Nov. 30</b> | <b>WORKSHOP:</b><br><br><b>(1) Comments on Assignment 3: Progress Report</b><br><br><b>(2) Grammar Test 4: Punctuation and Mechanics (2.5%)</b>  |   |  |

|   |  |                      |                             |
|---|--|----------------------|-----------------------------|
| <b>Dec. 05</b>  | <ul style="list-style-type: none"><li>• Sample Reports</li><li>• Revision Techniques</li><li>• Checklist for Final Reports</li></ul> | <b>C3:</b><br>22--38 | <b>Blackboard<br/>Learn</b> |
| <b>Dec. 07</b>  | <b>LECTURE:</b><br><br>(1) Marked assignments returned;<br><br>(2) Make up tests or skill builders                                   |                      |                             |
| <b>Final reports are due on Monday,<br/>December 12, 2016, from 10:00 to 11:30 am.<br/><i>Room: TBS</i></b> |  |                      |                             |