

**UNIVERSITY OF OTTAWA
DEPARTMENT OF ENGLISH
ENG 1112 F Fall 2018
Technical Report Writing**

September 5th – Dec 5th 2018

Morisset Hall (MRT). Rm. 212

F00 (LEC) Wednesday 7:00 PM—8:20 PM [19:00-20:20]

All students attend the lecture, and then we split into DGD groups:

F01 DGD 1: Wed (DGD) 20:30 - 21:50 CBY B202 Miles Tittle

F02 DGD 2: Wed (DGD) 20:30 - 21:50 TBT 327 Erin Kean

F03 DGD 3: Wed (DGD) 20:30 - 21:50 TBT 319 Nick Milne

Instructor: **Miles Tittle**

Email: **mtittle@uottawa.ca**

Office: Hamelin Hall [MHN/ARTS] 310

Office hours: Fridays 1:00-2:00 pm

Teaching Assistants: **Erin Kean & Nick Milne**

Email: **ekean@uottawa.ca & nmiln013@uOttawa.ca**

Office: TBA

Office hours: TBA

Course description: This course will focus on the necessary document preparation and analysis skills necessary for engineering, scientific, and data-related careers. We will cover the stages of report preparation (gathering data, writing rough drafts, refining), and produce reports that show clarity, conciseness, continuity, and objectivity. We will work on style options and proofreading skills, and practice transforming raw data into polished and effective reports that can be understood by non-specialists. Our goal is to develop your writing ability for professional purposes, and to make you a discerning and skilled reader. Clarity and precision in one's writing, analytical reading, and thought are fundamentally connected.

Specific objectives:

- Write well-structured and clear reports on a variety of topics.
- Develop an effective report based on any topic and prepare a polished document.
- Edit writing samples and apply concise writing principles to your own writing.
- Cite and source properly, clearly separating original and borrowed information.
- Write an introduction that engages the reader and summarizes the document.
- Identify when sentences need grammatical improvement.
- Choose exact words appropriate to the field and your audience.
- Make effective use of data in both written and graph or chart form.
- Write a comprehensive summary of a report or article, responding to it clearly.
- Make informed stylistic choices and be able to explain the effects created by them.
- Edit a report and offer constructive feedback to others on their writing.

Required textbooks at the University Bookstore:

1. Beer, David and David McMurrey. *A Guide to Writing as an Engineer, 4th ed.* John Wiley, 2013. ISBN-13 978-1-118-55008-3

2. Buckley, Joanne. *Checkmate Pocket Guide, 4th ed.* (4th Edition 17). Nelson Thomson Learning, 2017. ISBN13: 9780176584023

***Other readings and assignment notes will be provided through a course drop box on-line.*

Types of assignments, weighting and due dates:

1. Report on sources	10%	Sept 26
2. Report on a problem	20%	Oct 31
3. Progress report + visual	25%	Nov 14
4. Final report (take-home exam)	35%	Dec 12 (NO EXTENSIONS)
5. Attendance & Quizzes	10%	Throughout (must be in class to receive grades)

**** Please note:** Students must hand in all three assignments in order to be eligible to write the final exam, and students must write the final exam in order to pass the course. There can be no exceptions to these requirements. Regulations may be found here: <https://www.uottawa.ca/administration-and-governance/academic-regulation-8-courses>

Assignment due dates: Assignments done out of class must be handed in to the instructor at the beginning of class on the scheduled due date. Marks will be deducted at a rate of **5% per day**, including weekends and holidays, for any late assignment submitted without a medical certificate or equivalent official excuse. After one week, the instructor is under no obligation to accept late assignments.

Late assignments must be delivered directly to the DGD instructor. The English Department office does not accept late assignments on behalf of teachers, and I do not accept late assignments under my office door. Late submissions by email **may** be accepted in unusual circumstances at the instructor's discretion, but a hard copy must also be submitted as soon as possible (next class). Any emails to me should be in complete sentences, clearly identify the student and course number & section, and be clear and polite. Lazy quick "text messages" or files sent with no explanation at all will be ignored. I am not required to answer your emails or accept your late submissions, so please don't try my patience. I teach multiple courses, and have no time to go hunting through class lists for your email address.

Attendance policy: Regular class attendance is essential. Active, thoughtful participation in lectures and workshops helps ensure success in the course. Please note that in-class tasks cannot be made up outside of class except in case of an absence covered by a medical certificate or equivalent official excuse. Some of the questions on tests could come from topics explained in lectures but not found in the texts. Attendance will be taken randomly throughout the term. *Excessive absenteeism (more than three classes missed) may result in the student being forbidden to write the final exam and receiving an EIN(incomplete) grade for the course.*

Academic fraud (plagiarism): Students are strongly urged to familiarize themselves with the rules concerning academic fraud. The brochure "Beware of Plagiarism" is available on campus and also on the Web. It is always the student's responsibility to practice academic diligence and to properly cite all sources. The consequences of academic fraud are extremely serious, and could jeopardize your academic future. At the very least, you may expect a mark of 0% on any assignment I consider to be plagiarized. The university regulations may be found here: <http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

The Writing Centre: If your marker indicates that you should see a writing tutor, you should make an appointment with the Writing Centre. Please note that the tutors will not edit or proofread your essay, but they will offer suggestions for improvement and will work with you on specific problems.

The Writing Centre MRT 0036 E-mail: writcent@uottawa.ca

Web: <http://arts.uottawa.ca/writingcentre/en>

Marking: *At the University of Ottawa, we use the following letter/percentage system:*

A+ (90-100%), A (85-89%), A- (80-84%), B+ (75-79%), B (70-74%), C+ (65-69%), C (60-64%), D+ (55-59%), D (50-54%), E (40-49%) and F (0-39%). Note that there are no B- or C- grades, and that 50% is the pass mark, so an E or F is a failing grade. Essays are generally marked for Content (30%), Organization (30%), Language (30%), and Handling (10%).

SCHEDULE

# (Date)	Topics	*Readings to be done <i>before</i> each class
<i>Fall term begins</i>		
1. Sept 5	Course introduction Technical writing	
DGD:	Diagnostic writing exercise	
2. Sept 12	Communication for engineers Purpose and audience Memos Documentation Honest Research	Beer 1-11 Beer 40-43 Beer 82- 84 (See fig. 4-4 & 4-5) Beer 133 Beer 235-238 top
DGD	Grammar Parallelism <i>Quiz 1: Parallelism</i>	Buckley Chapter 1 Buckley 44-47
3. Sept 19	Report on Sources instructions Readability Sources of technical information	Beer 44-61 Beer 154-177
DGD	Shifts <i>Quiz 2: Active & Passive Voice</i>	Buckley 38-42
4. Sept 26	Clear, efficient wording Common engineering documents Concision grammar test (in-class exercise)	Beer 61-68 Beer 91-95
DGD	Assignment #1 due: Report on sources Hand in to workshop leader at beginning of workshop period. APA citation introduction <i>Quiz 3: APA 6 Citation</i>	(worth 10%) Buckley 150-166
5. Oct 3	Punctuation Research reports and specifications Recommendation reports	Beer 12-21 Beer 95-102 Beer 114-118
DGD	Researching a topic Quoting sources accurately Topic selection for final report <i>Quiz 4: Subordinate Clauses</i>	Buckley 110-114 Buckley 115-124
6. Oct 10	Sentence sense Writing research and design reports Proposals	Beer 21-29 Beer 119-137 Beer 102-105
DGD	Sentences References and sections for final report (in-class DGD work—bring sources) <i>Quiz 5: Sentence Types</i>	Buckley 2-9

7.	Oct 17	Technical usage Instructions	Beer 29-39 Beer 109-113
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	DGD	Commas <i>Quiz 6: Commas</i>	Buckley 68-74

READING WEEK October 21—27: No classes

8.	Oct 31	Progress reports Structure grammar test (in-class exercise)	Beer 105-109
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	DGD	Assignment #2 due: Report on a problem (worth 20%) Hand in to workshop leader at beginning of workshop period. Semicolons & Colons <i>Quiz 7: Semicolons & Colons</i>	Buckley 75-79

9.	Nov 7	Correspondence & other media for engineers Resumés Engineering ethics	Beer 72-90 Beer 201-215 Beer 229-235
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	DGD	Apostrophes One complete page of your final report with in-text citation and reference. Hand in at beginning of lecture period. <i>Quiz 8: Apostrophes</i>	Buckley 79-81

10.	Nov 14	Tables and graphics Preparing an oral presentation Application letters	Beer 138-148 Beer 178-190 top Beer 214-228
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	DGD	Subject-Verb Agreement Assignment #3 due: Progress report + visual (worth 25%) Hand in to workshop leader at beginning of lecture period. <i>Quiz 9: Subject-Verb Agreement</i>	Buckley 22-29

11.	Nov 21	Designing your online reputation Using sources test (In-class exercise)	Beer 244-266
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	DGD	Problems with Pronouns <i>Quiz 10: Pronoun-Antecedent Agreement</i>	Buckley 10-21

12.	Nov 28	APA style (re-read) Mechanics and spelling Revising & editing Final Report instructions	Buckley 150-166 Buckley 95-108 Buckley 199
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Exam period Take-home Exam **Final Technical Report due (worth 35%)**
Hand in to workshop leader at professor's office, MHN/ARTS 310, on Wed. Dec. 12 at 1:00 p.m.
*****PLEASE NOTE: By December 12 at 2:00 pm, you must have handed in ALL numbered assignments**
AND the final report, or you will not receive a passing final grade. **

Assignments
More thorough information on each of the assignments will be distributed in assignment sheets posted to our class drop box, and discussed during class. Below is a brief explanation of each of the assignments for this semester.

Diagnostic Writing Exercise (0% During First DGD): You will produce a diagnostic writing sample during the first class. Its purpose is to give the instructor and the TA a general understanding of your initial writing ability. We will then provide you with some individual feedback regarding your strengths and weaknesses and will indicate which areas you need to focus on the most during the semester.

Please take these suggestions seriously, as they will allow you to tailor your studying for optimum results. While the diagnostics do not count towards your final grade, you will be assigned a percentage grade for the writing. This is to give you an idea of university marking standards and of the quality of work we expect from you.

1. Report on Sources (10% Due Oct 10): A brief letter/e-mail attachment to the other members of your team in which you recommend three up-to-date and relevant sources of information that all team members should be familiar with as necessary background for the project.

3. Report on a Problem (20% Due Nov 7): A short memo to your supervisor about a problem that has come up in an experiment, project, procedure, etc., with two possible ways of solving it (both evaluated, with one recommended).

4. Progress Report + Visual (25% Nov 21): A brief professional progress report to your client, supervisor or employer, in which you state how far you have advanced in your research for your final project. You must mention your subject, the type of final project you are doing, the research you have done so far, your preliminary results, any problems you have run into, and any changes in plan or orientation.

5. Final Report (Take-Home Exam) (35% Dec 12): A complete and polished professional technical report for your client: a persuasive, user-friendly report explaining and making recommendations to people with no technical backgrounds, with all necessary summaries, evidence, conclusions, etc.

6. Quizzes (10% total; during DGDs): Each week in the workshop, we will be conducting a quiz on the grammar principles covered in class. Each will be worth 1% for a total of 10%. Because each quiz is worth so little (essentially an attendance point) if you are absent for a quiz, you will not be able to make it up.

