

UNIVERSITY OF OTTAWA
DEPARTMENT OF ENGLISH
ENG 1112 F TECHNICAL REPORT WRITING

Fall 2021, September 8 – Dec 8 2021

Virtual/Web Conference Class (blended/hybrid)

F00 (LEC) Friday 5:30 PM—6:50 PM [17:30-18:50]

All students attend the Zoom lecture first,
and then we split into our DGD groups and reconvene:

Friday (DGD) 7:00 PM—8:20 PM [19:00-20:20] all sections

F01 DGD 1: Miles Tittle

F02 DGD 2: Benzir Dmello

F03 DGD 3: Leonard Droppo-Crites

Instruction Mode: Video-conference course

Zoom e-CLASSES:

Link: <https://uottawa-ca.zoom.us/j/6822823777>

(or check on Brightspace)

Assignments, notes & other material will be distributed through

uOttawa Brightspace [Virtual Campus]

****DGDs will also be conducted through Zoom meetings.**

Instructor: Miles Tittle [ENG1112F00-LEC & ENG1112F01-DGD]

Email: mtittle@uottawa.ca Office & Hours: *Appointment by email*

Teaching Assistant DGD 2: Benzir Dmello [ENG1112F02-DGD]

Email: bdmel076@uottawa.ca Office & Hours: *Appointment by email*

Teaching Assistant DGD 3: Leonard Droppo-Crites [ENG1112F03-DGD]

Email: ldroppo@uottawa.ca Office & Hours: *Appointment by email*

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:

1. Beer, David and David McMurrey. *A Guide to Writing as an Engineer, 5th ed.*

John Wiley, 2019. ISBN-13: 978-1-119-28596-0

Can be bought or rented directly from the publisher here:

<https://www.wiley.com/en-ca/A+Guide+to+Writing+as+an+Engineer%2C+5th+Edition-p-9781119285946>

2. Buckley, Joanne. *Checkmate Pocket Guide, 4th ed.*

(4th Edition 17). Nelson Thomson Learning, 2017. ISBN13: 9780176584023

Can be bought or rented directly from the publisher here:

<https://www.vitalsource.com/en-ca/products/checkmate-pocket-guide-joanne-buckley-v9780176755225>

****Other readings and assignment notes will be provided through Brightspace****

Types of assignments, weighting and due dates:

1. Report on sources [with rough draft]	10%	Oct 1
2. Report on a problem [with rough draft]	15%	Oct 22
3. Progress report + visual [with rough draft]	25%	Nov 19
4. Final report (take-home exam) [no rough draft]	40%	Dec 10
5. Attendance & Quizzes	10%	Throughout (10 DGD quizzes)

*** * Please note:** Students are expected to hand in all three assignments before they write the final exam, and students must write the final exam in order to pass the course. 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 your DGD leader through Brightspace by 11:59 pm EST (midnight) 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 submitted through Brightspace to your DGD leader, and all marking and feedback will be managed through that platform. 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.

Attendance policy: Regular class attendance is essential, despite the challenges of our new virtual format. Active, thoughtful participation in lectures and workshops helps ensure success in the course. Some of the questions on assignments or the exam could come from topics explained in lectures but not found in the texts. Attendance will be recorded throughout the term. *Excessive absenteeism (more than five 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 DGD leader 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>

SCHEDULE

# (Date)	Topics	*Readings to be done <i>before</i> each class
<i>Fall term begins</i>		
1. Sept 10 lecture	Course introduction Engineers and Writing	Beer Chapter 1 (1-9)
Sept 10 DGD	TA introductions; Diagnostic writing exercise	
2. Sept 17 lecture	Eliminating Noise in Writing Purpose and audience Memos Honest Research	Beer Chapter 2 (10-34) Beer 30-36 Beer 70-71 (See fig. 4-4 & 4-5) Beer 197-201 top
Sept 17 DGD	Grammar Parallelism <i>Quiz 1: Parallelism</i>	Buckley Chapter 1 Buckley 44-47
3. Sept 24 lecture	Writing Noise-Free Documents Report on Sources instructions Sources of technical information	Beer Chapter 3 (35-61) Brightspace Beer Ch. 3 Beer 132-38
Sept 24 DGD	Shifts & active/passive voice <i>Quiz 2: Active & Passive Voice</i>	Buckley 38-42
4. Oct 1 lecture	Letters, Memos, Email and other Media Clear, efficient wording Common engineering documents Concision grammar test (in-class exercise)	Beer Chapter 4 (62-77) Beer Ch. 4 Beer 91-95
Oct 1 DGD	Assignment #1 due: Report on sources Submit in Brightspace to DGD leader by 11:59 EST APA citation introduction <i>Quiz 3: APA 7 Citation</i>	(worth 10% with rough draft) Buckley 150-166
5. Oct 8 lecture	Writing Common Engineering Documents Punctuation Research reports and specifications Recommendation reports	Beer Chapter 5 (78-102) Beer 11-17 Beer 103-110 Beer 96-100
Oct 8 DGD	Researching a topic Quoting sources accurately Topic selection for final report <i>Quiz 4: Subordinate Clauses</i>	Buckley 110-114 Buckley 115-124 Brightspace
6. Oct 15 lecture	Writing Research and Design Reports Sentence sense Writing research and design reports Proposals	Beer Chapter 6 (103-120) Beer 18-24 Beer Ch. 6 Beer 102-105
Oct 15 DGD	Sentences References and sections for final report <i>Quiz 5: Sentence Types</i>	Buckley 2-9 Brightspace

7.	Oct 22 lecture	Constructing Tables and Graphics Technical usage Instructions	Beer Chapter 7 (121-128) Beer 24-31 Beer 93-96
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	Oct 22 DGD	Assignment #2 due: Report on a problem (worth 15% with rough draft) Submit in Brightspace to DGD leader by 11:59 EST Commas <i>Quiz 6: Commas</i>	Buckley 68-74
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READING WEEK October 24—30: No classes (+ Halloween on Sunday!)

8.	Nov 5 lecture	Constructing Tables and Graphics Technical usage Instructions	Beer Chapter 7 (121-128) Beer 24-31 Beer 93-96
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	Nov 5 DGD	Semicolons & Colons <i>Quiz 7: Semicolons & Colons</i>	Buckley 75-79
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9.	Nov 12	Accessing Engineering Information Progress reports Structure grammar test (in-class exercise)	Beer Chapter 8 (129-149) Beer 90-93
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	Nov 12 DGD	Apostrophes Using sources test (In-class exercise) <i>Quiz 8: Apostrophes</i>	Buckley 79-81
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10.	Nov 19	Engineering Your Speaking Preparing & delivering an oral presentation Engineering ethics	Beer Chapter 9 (150-167) Beer 150-165 Beer 192-196
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	Nov 19 DGD	Assignment #3 due: Progress report + visual (worth 25% with rough draft) Submit in Brightspace to DGD leader by 11:59 EST Subject-Verb Agreement <i>Quiz 9: Subject-Verb Agreement</i>	Buckley 22-29
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11.	Nov 26	Writing to Get an Engineering Job Resumés Application letters Ethics and Documentation in Writing APA style (re-read)	Beer Chapter 10 (168-191) Beer 168-178 Beer 179-186 Beer Chapter 11 (192-204) Buckley 150-166
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	Nov 26 DGD <i>(last DGD)</i>	Problems with Pronouns <i>Quiz 10: Pronoun-Antecedent Agreement</i>	Buckley 10-21
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12.	Dec 3 lecture <i>(final class)</i>	Engineering Your Online Reputation Mechanics and spelling Revising & editing Final Report instructions & preparations <i>(there will be no DGDs after this lecture).</i>	Beer Chapter 12 (205-219) Buckley 95-108 Buckley 31-34
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Exam period (Dec 9-22): Take-home Exam/Final Technical Report due Friday, Dec 10 (40%).
Hand in via Brightspace to your DGD leader in PDF (preferred) or MS Word format.

*****PLEASE NOTE: the final technical report is due December 10 by 11:59 pm EST*****

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/after 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 brief individual feedback regarding your strengths and weaknesses and will indicate which areas you need to focus on the most during the semester. While the diagnostics do not count towards your final grade, you will be assigned a percentage grade for the writing. This will 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 1): 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. **Your included rough draft is worth half marks: 5%.**

3. Report on a Problem (15% due Oct 22): 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). **Your included rough draft is worth a third of this report: 5%.**

4. Progress Report + Visual (25% due Nov 19): 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. **Your included rough draft is worth a fifth of this report: 5%.**

5. Final Report (Take-Home Exam) (40% due Dec 10): 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. **No rough draft needed.**

6. Quizzes (10% total; due weekly between DGDs): Each week in the DGD workshop, we will be preparing for a quiz on the grammar principles covered that week. Each will be worth 1% for a total of 10% of your final grade. The quizzes will be done through Brightspace on your own time after the DGD, but must be done before the following DGD day (**each quiz is only available for seven days**).

ROUGH DRAFTS: Revision and careful editing are essential to creating polished documents, so each of your first three reports must be submitted with a rough draft (worth 5%). We want to see some meaningful and noticeable changes between your rough draft and your finished paper (you should indicate the changes by adding notes on your rough draft). **If you do not submit rough drafts with reports 1-3, you will be forfeiting a total of 15% of your course grade, so please take them seriously.**

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.

Assignments are generally marked for Content (30%), Organization (30%), Language (30%), and Handling (10%).