



ENGL 125 (LCMD)

Introductory Report Writing and Speech

Winter 2017 - Standard

CALENDAR DESCRIPTION

Topics for this course include informal reports, formal technical reports, resumes and cover letters, and prepared speeches.

Hours: 42 hrs (3-0)

Credits: 3

TG

INSTRUCTOR(S)

Name	Role	Office # / Hours	Phone #	Email
Jeffrey Klassen	Instructor	Room # S128 M - 9:30AM - 10:30AM; 1:00PM - 2:00PM T - 9:30AM - 10:30AM R - 9:30AM - 11:30AM	(403) 529-3886 (office)	JKlassen@mhc.ab.ca

CLASS TIME(S)

Day of Week	Time(s)	Room
Tuesday	2:25PM - 3:40PM	S106
Thursday	2:25PM - 3:40PM	S106

REQUIRED TEXTBOOK(S) AND LABORATORY OR COURSE MATERIAL(S)

This course makes use of the following textbook. Please bring it to every class:

Ewald, T. (2014). *Writing in the Technical Fields: A Practical Guide*. Don Mills, ON: Oxford University Press Canada. ISBN-13: 978-0-19-544908-2.

OUTLINE OF TOPICS / DETAILED COURSE DESCRIPTION

See Course Objectives/Aims

COURSE OBJECTIVES / AIMS

1. Technical Communication

Goal: Use the “purpose, audience, message” principle of effective business and technical communication

2. Research Skills

Goal: Demonstrate basic research skills by locating and using specific resource materials

3. Writing a Technical Report

Goal: Construct a researched technical report

4. Delivering Oral Presentations

Goal: Deliver a prepared 10-minute presentation to a group

5. Preparing Short Informal Reports

Goal: Learn the structural components of the following report types - Inspection reports, Trip reports, Incident/Accident reports, Progress reports

6. Writing Letters, Memos and Email Messages

Goal: Master the fundamentals of workplace communications and job applications

7. Grammar

Goal: Apply proofreading and editing skills

INSTRUCTIONAL TECHNIQUES

This class will employ a mixed approach, with some lectures on structure, grammar, and style, and in-class writing workshops, discussions, and exercises.

GRADE ASSESSMENT

Resume & Cover Letter - 5%

Email - 5%

Memo - 5%

Short report 1 - 5%

Short report 2 - 5%

Short report 3 - 5%

Term Paper Proposal - 5%

Term Paper (first & final drafts) - 25%

Oral Presentation - 10%

Final Exam - 30%

DATES OF MAJOR ASSIGNMENTS AND/OR EXAMS

- In-class writing assessment (not counted towards grade) - January 10, 2017
- Resume & cover letter (5%) - January 12, 2017
- Email (5%) - January 19, 2017
- Memo (5%) - January 26, 2017
- Short report 1 (5%) - February 2, 2017
- Short report 2 (5%) - February 9, 2017
- Short report 3 (5%) - February 16, 2017
- Term paper proposal (5%) - March 9, 2017
- Term paper first draft (5%) - March 23, 2017
- Assignment rewrite (optional - replaces a previous grade) - April 6, 2017
- Term paper final draft (20%) - April 11, 2017
- Final exam (30%) - Date TBA (see section below)

FINAL EXAM

The final exam schedule will be available on your student dashboard by the first day of classes – access the student dashboard through your portal page, or through the link on

<https://www.mhc.ab.ca/currentstudents>

LATE ASSIGNMENT / MISSED EXAM POLICY

- Late work is docked 10% per day and given a mark of 0 if the period of lateness exceeds one week.
- In order to reschedule the handing in of written work or an in-class presentation, you must inform me of the reason in writing beforehand; or, if it is an emergency, please let me know as soon as possible in writing after the date of the assignment/presentation. If you do not inform me within a week, you may receive a zero. Please be courteous about this: I am very understanding when it comes to circumstances out of your control, but it is your responsibility to keep important dates in mind, and forgetting a due date for an unimportant reason is inconsiderate.
- You are not allowed to reschedule the final exam unless you have written proof of a medical emergency or other similar severe circumstance.

ACADEMIC DISHONESTY

Plagiarism and cheating are serious offences and may be punished by failure on exam, paper or project, failure in course, and / or expulsion from the course.

COMMON GRADING SCHEME

%	Letter	GPA
93-100	A+	4.0
86-92	A	4.0
80-85	A-	3.7
76-79	B+	3.3
72-75	B	3.0
68-71	B-	2.7
64-67	C+	2.3
60-63	C	2.0
56-59	C-	1.7
53-55	D+	1.3
50-52	D	1.0
0-49	F	0.0

ACCESSIBILITY STATEMENT

If you are a student with a disability and have been approved for accommodations through our Disabilities Services office, please contact your instructor prior to exams or any other form of evaluation, if accommodation is desired.

STUDENT RESPONSIBILITIES

1. Come to class every day, and be present and listening.
2. Complete the assigned readings.
3. Complete the assigned coursework.
4. Prepare for quizzes and exams.
5. Let me know if you have any issues.
6. Ask questions, participate in discussion, and make your voice heard!

COURSE SCHEDULE

A separate weekly schedule will be handed out on the first day of class.