

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ARTS, EDUCATION, AND COMMERCE
ENGLISH COMPOSTION 1201: TECHNICAL WRITING
FALL 1994.

Instructor: Jan Shields

Office: E-310

Telephone: 539-2861 (office) 532-4295 (home)

Office hours: Monday and Wednesday 11:00 - 12:30

Friday 11:00 -12:00

And by appointment.

COURSE DESCRIPTION:

This course is designed to encourage the development and improvement of professional writing skills. Emphasis will be placed on the writing and organizing skills required for precise and concise technical writing.

REQUIRED TEXTS AND SUPPLIES:

Blake, G. & Bly R. W. (1993). The elements of technical writing. New York: Macmillan Publishing Company.

Hacker, D. (1989). A Canadian Writer's Reference. Scarborough, OT: Nelson Canada.

A good college dictionary. (A thesaurus would also be helpful)

MAJOR OBJECTIVES:

1. To help students to increase writing competence and confidence toward the development of a technical writing style.
2. To help students develop organizational and reporting skills that can be transferred to writing requirements in science, business, and computer technology courses.
3. To help students learn the characteristics of effective technical writing, practice various types of technical writing, and develop the related skills needed to successfully proof-read and revise their own work.

REQUIREMENTS OF THE COURSE:

Skill Clusters

Research and Reporting Skills
Writing Skills
Technical Writing Techniques

Writing and Writing-Related Assignments

Library Research Activities	Process-Product Writing
Evaluation Study	Language Improvement Study
Manual, Proposal, Research Report Writing	

Late Policy

All assignments are expected to be turned in on the due date. When legitimate circumstances make this impossible, the student should make alternate arrangements with the instructor prior to the due date.

Students should expect to lose marks because of lateness. The lowering of a mark because of lateness will depend on how late the assignment is and its relative value.

Plagiarism

We will be discussing what constitutes plagiarism – the use of others' ideas as one's own – in class.

Students should be aware that plagiarism is a serious breach of academic integrity and evidence of it will result in a failing grade.

EVALUATION:

COURSE WORK:

15%

attendance, preparation for, and participation
in class

assignments, quizzes

WRITING AND WRITING-RELATED ASSIGNMENTS

85%

Library Research Activities 15%

Language Improvement Study 10%

Process and Product Reports 20%

Evaluation Study 15%

Major Assignment (some choice of style) 25%

(order of assignments and due dates will be discussed in first class)

All grades will be assigned on the nine-point stanine scale.

stanine	description	% equivalent
9	markedly superior	90 – 100
8	excellent	80 – 89
7	very good	72 – 79
6	good	65 – 71
5	fair	55 – 64
4	poor	50 – 54
3	failure	45 – 49
2		26 – 44
1		0 – 25