

GRANDE PRAIRIE REGIONAL COLLEGE
Industrial Training

Power Engineering Program

COURSE SYLLABUS - SEMESTER II

TECHNICAL COMMUNICATIONS: PN 1070

The course provides opportunity for the practice and the enhancement of study and career related communication skills. The power engineer is assisted with improving skills for developing and delivering ideas in a clear and organized manner. Standard formats and practices used in communications are presented. The instruction in the principles and mechanics of technical communication is reinforced through short assignments in reading, research and speaking.

Prerequisites:	None
Textbooks:	<i>Technically - Write!</i> , 4th Edition, Ron Blicq
Class Hours:	See Timetable

Course Objectives

Unit 1: Introduction to Communications

Upon successful completion of this unit, the student will be able to:

1. define communication.
2. define element of communication.
3. list barriers to effective communication.

Unit 2: Note Taking

Upon successful completion of this unit, the student will be able to:

1. construct a systematic method of note taking.
2. differentiate between main idea and supporting details.
3. outline main ideas and details using headings and key phrases.

Unit 3: Listening Skills

Upon successful completion of this unit, the student will be able to:

1. list good listening skills.
2. demonstrate listening habits and effective note taking.

Unit 4: Reading

Upon successful completion of this unit, the student will be able to:

1. previewing a text
 - list steps to previewing
 - define the purposes of Table of Contents, Index, and Bibliography
2. effective reading
 - list purposes for reading
 - develop a strategy for reading efficiently and effectively
 - develop techniques for skimming and scanning text
 - define study strategies
 - identify main ideas and supporting details
3. technical reading
 - interpret chart and graphs
 - read manuals and catalogues
 - interpret instructions and defined processes

Unit 5: Research

Upon successful completion of this unit, the student will be able to:

1. conduct a library search of resource materials.
2. define "referencing" and "plagiarism."
3. demonstrate effective use of research information.
4. demonstrate proper referencing of information.

Unit 6: Writing Fundamentals

Upon successful completion of this unit, the student will be able to:

1. appearance of document
 - design an appealing page layout
 - employ standard formats for letters and memos
 - format reports
 - use headings and white spaces effectively
 - use point form, columns, and short paragraphs appropriately

2. sentence construction
 - use proper forms of grammar, punctuation, and spelling
 - distinguish between active and passive voices
 - edit sentences for wordiness and clarity
 - revise sentences for emphasis and effectiveness
 - demonstrate standard conventions for the use of exact and general numbers in technical writing
3. paragraph writing
 - identify the elements of a good paragraph
 - distinguish topic from supporting sentences in paragraphs
 - identify techniques of maintaining paragraph coherence
 - revise paragraphs to improve coherence
 - apply the pyramid writing technique
 - employ different patterns of paragraph development
4. written summaries
 - define summary
 - identify purposes of summaries
 - write a technical summary

Unit 7: Business Letters

Upon successful completion of this unit, the student will be able to:

1. compare letter formats.
2. list features of a business letter.
3. apply the pyramid technique to letter writing.
4. identify the reader when planning and writing a business letter.
5. devise a basic writing plan for the task.
6. revise a business letter for effectiveness.
7. write a business letter.

Unit 8: Memorandums

Upon successful completion of this unit, the student will be able to:

1. explain the purpose of memos.
2. identify parts of a memo.
3. organize a memo.
4. revise a memo for effectiveness.
5. write a report memo.
6. write a request memo.

Unit 9: Technical Reports

Upon successful completion of this unit, the student will be able to:

1. definitions
 - list the use of definitions within technical reports
 - list kinds of definitions commonly used
 - list parts of formal definition
 - revise definitions for clarity
 - write a formal definition
2. technical descriptions
 - list the functions of a technical description
 - write a technical description of a mechanism
 - illustrate a technical description
3. process descriptions
 - list factors that determine effective instructions
 - revise ineffective instructions
 - write a clear set of instructions
4. comparison reports
 - state the purposes of comparison reports
 - research information for a comparison report
 - reference sources of information in comparison report
 - interpret the data in a comparison report
 - organize data in a visual for a comparison report

Unit 10: Oral Presentation

Upon successful completion of this unit, the student will be able to:

1. deliver effective oral instructions.
2. define the topic, audience, message, and objective.
3. plan an oral report.
4. develop visual aids for an oral report.
5. describe the aspects of effective oral presentation.
6. present an oral report.

Unit 11: Employment Communication

Upon successful completion of this unit, the student will be able to:

1. state the purpose of a résumé and cover letter.
2. plan and write a résumé and covering letter.
3. identify and demonstrate job interview skills.
4. complete an application for employment.

Evaluation

Midterm Exam.....	20%
Final Exam	25%
Assignment Completion.....	15%
Business Letter	5%
Oral Presentation	10%
Technical Reports.....	15%
Employment Communication.....	10%