**English 1112E: Technical Report Writing**

**Fall 2015**

**Gefen Bar-On Santor**

**Email:** [gbaronsa@uottawa.ca](mailto:gbaronsa@uottawa.ca)

**Office:** Simard 327

**Office hour:** Thursday 16:15-17:15 (or another time by appointment)

**Telephone:** (613) 295-6372

**Course description:**

Practice in the writing of technical reports. Topics include exposition, argumentation, presentation of technical data, and effective communication. Frequent written exercises and development of composition skills.

**General objective:**

Master the rules and principles of clear, concise and accurate writing.

**Specific objectives:**

Gain familiarity with a variety of technical documents and genres.

Plan, write and edit technical documents.

Study the principles of grammar and style.

Practice reading and writing methods that promote long-term literacy.

**Teaching method**: Lecture, discussion and workshop exercises.

**Class structure:**

**Lecture** on Tuesdays, 11:30-13:00 in Desmarais 1150 (55 Laurier Avenue East)

**Discussion groups (DGD’s)** on Fridays, 13:00-14:30:

DGD 1 in Lamoureux 243 (145 Jean-Jacques Lussier) with Gefen Bar-On Santor

DGD 2 in Hagen 305 (115 **Séraphin Marion**) with Paulo Castilho

DGD 3 in Lamoureux 407 (145 Jean-Jacques Lussier) with Pricilla Padaratz

**Required course pack:**

The course pack is available for purchase at docUcentre, University Centre 0024 (85 Université). It can also be ordered online at <<http://www.uottawa.ca/print/course-packs/>>. Buying online will reduce waiting times. Please bring the course pack to the discussion groups. You will also need it in order to study for the tests.Page numbers in the schedule below refer to the handwritten page numbers in the course pack.

**Required weekly handouts:**

No later than midnight on the Wednesday before each discussion group (DGD), I will post a handout on Blackboard Learn virtual campus in a folder called “bring to DGD.” I ask that you bring that handout to the DGD. In the schedule below, I have indicated some weeks on which there will be no handouts. Unless I inform you otherwise, you do not need to read the handout before the DGD.

**Attendance:**

Regular attendance is expected and is crucial for your meaningful participation and success in the course. The Powerpoint presentations from the lectures and DGD’s posted on Blackboard Learn Virtual Campus will not depict all the material taught in class.

**Assignments and grading scheme:**

**Test 1** (October 9)  **10%**

**Report 1** (October 23) **20%**

**Test 2** (November 6)  **20%**

**Test 3** (November 27)  **20%**

**Final report** (December 15)  **30%**

Instructions for the reports are on Blackboard Learn virtual campus (“reports instructions” in the basic course documents folder). Tests will be based mostly on the materials covered in class and on course-pack readings. A practice mock test (not graded) will be given prior to each test (see schedule below). Please familiarize yourself with the university’s regulations on plagiarism and academic fraud (http://www.uottawa.ca/academic-regulations/academic-fraud.html).

**Schedule (subject to revision)**

Page numbers refer to the handwritten page numbers in the course pack. Readings listed under a lecture also apply to the following discussion group. Please read them before the discussion group.

**Friday, September 11**

Discussion group (diagnostic essay; no handout posted on virtual campus this week.)

You will write an essay during the discussion group to enable us to give you a preliminary assessment of your level of writing. No preparation is needed, and the results of the diagnostic essay will NOT affect your grade in the course.

**Tuesday, September 15**

Introductory lecture

**Friday, September 18**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

**Tuesday, September 22**

Ambiguity, vagueness, wordiness, emails; pages 1-11, 31-39, 49-56, 284-288

**Friday, September 25**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

**Tuesday, September 29**

Accurate descriptions and definitions, problems with verbs, sentence fragments; pages 22-23, 26-27, 345-363

**Friday, October 2**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

Mock test (not marked) in preparation for test 1 on October 9.

**Tuesday, October 6**

Library research skills; librarian guest speaker

**Friday, October 9**

Discussion group: **Test 1**;no handout posted on virtual campus this week.

**Tuesday, October 13**

Documentation: how to acknowledge your sources and avoid plagiarism

pages 40-48, 231-244, 306-330

**Friday, October 16**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

**Tuesday, October 20**

Documentation (continued), descriptions and definitions; pages 40-48, 59-78, 231-244

**Friday, October 23**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

Mock test in preparation for Test 2 on November 6

**Tuesday, October 27 and Friday, October 30: Study break; classes cancelled**

**Tuesday, November 3**

Writing at the workplace; guest speaker:Joseph Templin, retired Director of Science and Technology, Air, Defence Research and Development Canada

**Friday, November 6**

Discussion group: **Test 2**; no handout posted on virtual campus this week.

**Report 1 due**

**Tuesday, November 10**

Tone, active and passive voice, instructions; pages 27-29, 57-58, 331-344

**Friday, November 13**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

**Tuesday, November 17**

Common grammar problems, sentence fragments, punctuation; pages 14-21, 23-25, 79-92, 245-258

**Friday, November 20**

Discussion group (handout posted on virtual campus by Wednesday at midnight.)

Mock test in preparation for Test 3 on November 27

**Tuesday, November 24**

Mechanics and spelling, usage, improving your sentence and paragraphs; pages 12-13, 30, 93-95, 259-283, 289-305

**Friday, November 27**

Discussion group: **Test 3**; no handout posted on virtual campus this week.

**Tuesday, December 1**

Tips for editing your final reports

**Friday, December 4**

Discussion group: editing your final report; no handout posted on virtual campus this week.

**Tuesday, December 8**

Job-search documents and oral presentation skills

**Tuesday, December 15**: Submit your final report in my office, Simard 327, between 11:30 and 13:00.