**English 1112 E: Fall 2015**

**Instructions for Report 1**

20% of final mark; due Friday, October 23; submit at the discussion group; 5-6 pages double spaced, plus 1-2 pages bibliography; 12-point font; write your name and student number on the first page and staple all pages together. You are not required to use visuals (graphs, tables, pictures, etc.), but if you decide to use them you must still write 5-6 pages of text. Your report must discuss at least five texts found through library research (not resources available on the free internet). Use APA or IEEE to document your sources. You may use another documentation system, but if you do, please write on the first page of your report, “I have used [name of system].” To avoid plagiarism, study the resources for students on the academic integrity website: <<http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>>.

Write one of the following five reports.

1. Describe your plan for succeeding in your chosen profession following the completion of your schooling (to ensure relevance to the course, the profession must be related to engineering or science). Divide your report into the following sections: (1) A description of the profession and its job market (2) Your plan for succeeding in that job market, including a discussion of at least one obstacle and how you plan to overcome it (3) A discussion of at least one challenge/question that engages experts in your chosen profession and how you might contribute to solving this challenge/question. You may add other sections and/or modify the sections listed above if you see fit.
2. Choose a problem related to the Internet (for example: fraud, Internet addiction, distractions during lectures). Write a report that proposes a solution to that problem. Divide your report into the following sections: (1) A description of the problem and its causes (2) An overview of possible solutions (3) Your recommendation/s. You may add other sections and/or modify the sections listed above if you see fit.
3. Will a computer expert system ever be able to replace a human editor in providing meaningful feedback? Divide your report into the following sections: (1) An overview of the capabilities and limitations of artificial-intelligence expert systems (2) Analysis of the specific challenges of an editorial program (3) Your answer to the above question, with an explanation of what a computer system will and will not be able to do. You may add other sections and/or modify the sections listed above if you see fit.
4. Should the government mandate parents to vaccinate their children prior to enrolling them in school? Divide your report into the following sections: (1) An overview of the vaccination debate (2) Your recommendation/s. You may add other sections and/or modify the sections listed above if you see fit.
5. Read a science-fiction novel or another novel relevant to engineering and/or science. Three suggestions are *Frankenstein* by Mary Shelley, *The Time Machine* by H.G. Wells and *The Long Winter* by Laura Ingalls Wilder. Write a report that explains how one (or more) of the lessons that can be learned from the novel might be helpful to engineers and/or scientists today. Divide your report into the following sections: (1) An explanation of at least one lesson relevant to science and/or engineering (keep plot summary to a minimum) (2) A discussion of at least one example of how this lesson/these lessons can be applied to the present-day context.

You will be graded based on your ability to

* Write clearly and professionally while avoiding grammatical and stylistic errors.
* Conduct research effectively.
* Summarize and analyze information effectively.
* Demonstrate evidence of critical thinking.

The late submission penalty for Report 1 is 5 percentage points per week. Reports can only be submitted during the discussion groups or lectures. We therefore calculate the penalties as follows: report 1 is due on Friday, October 23. If you submit on Tuesday, November 3 or Friday, November 6, there will be a 5-percentage-point penalty. If you submit on Tuesday, November 10 or Friday, November 13, there will be a 10-percentage-point penalty, etc. We cannot accept the report after Friday, November 20.

You grade on report 1 will be given as a percentage (out of 100). Report 1 is worth 20% of your grade in the course. If, for example, your grade is 60%, you have earned 12 points toward your final course grade.

Letter-grade conversions are as follows:

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| --- | --- |
| **Letter**  **Grade** | **Percentage** |
| 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 |
| F | 0-39 |

While individual differences may apply, in general:

An A-range report:

Is clear, professional and engaging to read.

Is well organized (ideas flow logically).

Demonstrates a good knowledge of the subject matter, a good use of your sources and an ability to engage with academic and technical literature critically.

Has only minor and infrequent writing errors.

A B-range report

Demonstrates a good general knowledge of the subject, but sometimes lacks sufficient in-depth research and/or critical thinking; could often make better use of the sources.

Is generally well organized, but could benefit from closer attention to structure, paragraph development and coherence.

Contains grammatical and/or stylistic problems that interfere with the clarity and effectiveness of the report.

A C-range report

Is riddled with grammatical and/or stylistic errors.

Requires closer attention to structure, paragraph development and coherence.

Requires more in-depth research and critical thinking and a better use of the sources.

A report below the C range

Is severely deficient in research and organization and/or is riddled with writing problems.

**Instructions for the Final Report**

30% of final mark; 8-10 pages double spaced, plus 1-2 pages bibliography; 12-point font; write your name and student number on the first page and staple all pages together. The final report is considered a “take-home” final exam. Submit your final report in my office, Simard 327, between 11:30 and 13:00 on **Tuesday, December 15**. No extensions can be given for the final report.

**Your task**: You will receive Report 1 back, graded with editorial feedback (see pages 5-8 for editorial abbreviations). The final report should be a revised and expanded version of Report 1, implementing the editorial feedback and the rules and principles studied in the course and integrating further materials to improve your report. You should submit the graded Report 1 together with your Final Report.

You must submit both Report 1 and the Final Report. For example, if you get 70% on Report 1 but fail to submit the Final Report, your grade on the Final Report will be a zero, not 70%.

Your grade will not be automatically raised just for modifying your report. You will be held up to higher standards in the Final Report than in Report 1, given that you have received editorial feedback, and have benefited from the lectures and discussion groups of the entire course. If your revision falls short of expectations and does not demonstrate adequate work to improve your report, your grade for the Final Report might even be lower than for Report 1.

Our final DGD on December 4 will be dedicated to the editing of your report. You should come to this discussion group with a polished revised draft of your report. Your workshop instructor will be available to answer questions about editorial feedback and look at some of your revised text, if time permits. We cannot answer broad requests such as “what should I add to my report?” “how should I structure my report?” or “how should I rewrite this sentence or paragraph?” To be answered effectively, your questions must demonstrate active engagement with the course materials and an effort to improve your report. For example, you may show your workshop instructor a revised sentence or paragraph that you have written and ask for feedback.

It is crucial that you come to the December 4 DGD prepared to spend your time productively, working independently to improve your report. Please bring

* Your report.
* This handout (to consult editorial abbreviations).
* Articles and books about your subject. Re-reading your sources and reading further sources can be productive for developing your report.
* Class notes.

Limitations of editorial feedback

The improvement of your report cannot be achieved through a quick “mechanical” application of editorial feedback. While some editorial comments (for example PUN for punctuation) may be relatively simple to implement, others (for example AWK for awkward or PD for paragraph development) may require substantial research, rewriting and restructuring. Editing is a multi-stage process, and not every problem can be pointed out with a specific editorial comment. The development of your report is your ongoing responsibility, with the editorial feedback being only one tool. All students should work independently to

* Improve the structure of their reports.
* Fully develop each idea and paragraph.
* Improve the transitions between ideas and paragraphs.
* Develop critical thinking and focus.
* Formulate an engaging title and thought-provoking introduction and conclusion.
* Ensure that sources are meaningfully analyzed (not just quoted or paraphrased).
* Integrate further research.
* Double-check that sources are properly acknowledged to avoid plagiarism.

**Editorial abbreviations, in alphabetical order (list may be modified later)**

**AC**=not accurate

**ADV**=change to adverb.

**ADJ**=change to adjective.

**AGR**=agreement error (For example: subject/verb or antecedent/pronoun do not agree)

**AM**=ambiguous

**AN=**analysis required (as opposed to just description)

**AWK**=awkward

**BOLD**=unbold

**CAP**=an error in capitalization

**CE**=check entire document for a recurring problem.

**CIT=**citation error

**COLL**=avoid colloquial language

**CON**=confusing

**CONJ**=conjugation error

**CONT**=avoid using contractions.

**COR**=correction is required (reread the sentence carefully and revise).

**CT**=critical thinking is required.

**DEF**=definition is required.

**DEV**=point requires further development.

**DIR=**introduce your idea more directly.

**DM**=dangling modifier

**DOC**=an error in documentation.

**ES**=explain the significance of the information presented.

**EV**=evidence is required.

**EX**=provide example(s).

**EXP**=explain an unclear idea.

**FRAG=**sentencefragment

**INI**=introduction needs improvement.

**LOG**=logic is unclear.

**LON**=sentence is too long.

**MER**=merge the sentences marked into one sentence.

**MM=**misplaced modifier

**N!**=avoid exclamation points.

**NAPA/IEEE**=not APA or IEEE. You must either follow one of these styles or write on your first page: “documentation style: [name of style].”

**NCIT=**source not cited.

**NP**=indent New Paragraph.

**NUM**=an error relating to numbers.

**P#=**page number missing.

**PD=**paragraph development required.

**PL=**problem with the placement of a word, a phrase of a modifier

**PAR**=maintain a parallel structure.

**PASS**=change the passive voice to the active voice.

**PUN=**punctuation error

**QUANT**=provide quantitative information.

**QUOT**=quotations are not sufficiently analyzed and/or properly integrated into your own writing.

**RED**=redundant

**REL**=explain relevance of phrase/point.

**REP**=repetitive

**SC=**discussion of scholarly sources is required; your report relies too heavily on the free internet.

**SI**=split infinitive

**SIM**=simplistic

**SOUR=**source of information must be identified**.**

**SP**=unnecessary or insufficient space

**SPEL**=spelling error

**TD**=topic should be better defined.

**TEN**=change tense

**TIT=**better title is required.

**TON**=tone sounds unprofessional.

**TRAN**=work on the transition.

**UND**=do not underline.

**VAG**=vague

**WC**=word choice—find words that more effectively express your intended meaning.

**WDY**=wordy

**WM**=word missing

**WW**=wrong word

**Y**=avoid addressing the reader as “you.”