**Fall 2010 ENL1819T Section 020 Reporting Technical Information**

**Schedule as of September 7, 2010 (Kerry Surman)**

**Classes Held on Tuesdays (14:00-16:00) in T304 and on Fridays (11:00-13:00) in P303**

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| Week | Overview | Topics | Classes | Assignments | Due Date |
| 1  Sept. 6-10 | Using communication in your career  Matching purpose with communication | Descriptive documents  Technical illustrations  Conciseness and specificity | Students complete TD assignment  Students teach grammar and usage (5) | Technical description (10%)  (every week, 5 students also complete teaching presentation for 10%) | Friday, September 10 |
| 2  Sept. 13-17 | Writing process descriptions | Task-based documents  Ethics  Clarity and accuracy  Style | Students teach grammar and usage (5)  No class on Fri. Sept.17 |  |  |
| 3  Sept. 20-24 | Writing instructions  Looking at major report types  Drafting outlines | Types of research  Outlines  Punctuation | Students complete instr. assignment  Students teach grammar and usage (5) | Process description (10%)  Instructions (10%) | Tuesday, September 21  Friday, September 24 |
| 4  Sept.27-Oct.1 | Writing agendas and minutes  Holding meetings | Writing in stages  Emails  Memos | Students teach grammar and usage (5) |  |  |
| 5  Oct. 4-8 | (Split attendance for group meetings) |  | Group meetings |  |  |
| 6  Oct.11-15 | Finding and citing sources  Drafting paragraphs | Project management Collaboration  Evaluating sources | Students teach grammar and usage (5) | Agenda and minutes and outline (10%) | Tuesday, October 5 |
| 7  Oct.18-22 | Synthesizing material to date  Making informal oral presentations | Persuasion | Students teach grammar and usage (5) |  |  |
| 8  Oct.25-29 | (Split attendance for informal presentations) |  | Informal presentation | Informal presentation (10%) | Tuesday, Oct.26 and Fri. Oct. 29 |
| 9  Nov.1-5 | Focusing on language and elements of technical communication | Displaying data  Respecting intellectual property | Informal pres.  Students teach grammar and usage (5) |  | Tuesday, November 2 |
| 10  Nov.8-12 | Looking at other types of reports | Documentation styles  Global and digital style | Students teach grammar and usage (5) | Group technical report draft (10%) | Tuesday, November 9 |
| 11  Nov.15-19 | (Split attendance for group feedback on reports) |  |  |  |  |
| 12  Nov.22-26 | Creating reader-centred graphics  Preparing and delivering oral presentations | Editing and proofreading technical documents | Students teach grammar and usage (5) | Group technical report (10%) | Tuesday, November 23 |
| 13  Nov.29-Dec.3 | Preparing job search documents | Letters  Document design  Consistency | Students teach grammar and usage (5) | Job search documents (10%) | Tuesday, November 30 |
| 14  Dec.6-10 | (Split attendance for group presentations) | Storyboards  Visual communication  Introductions/conclusions |  | Formal oral presentation (10%) | Tuesday, Dec.7 and Friday, Dec. 10 |
| 15  Dec.13-17 | Final Assessment Week |  |  |  |  |