OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT: COMMUNICATIONS

CMNS 145 3

COURSE NAME/NUMBER FORMER COURSE NUMBER UCFV CREDITS

TECHNICAL COMMUNICATIONS FOR DRAFTING

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course provides an introduction to general principles of effective written and oral communication. The focus is on commonly used reports (e.g., progress, field, site investigation) and technical correspondence.

PREREQUISITES:

CPT score 48 or acceptance into Drafting program

COREQUISITES:

None

SYNONYMOUS COURSE(S)

(a) Replaces: CMNS 370

(b) Cannot take N/A for further credit

SERVICE COURSE TO:

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE:

HOURS PER DAY:

TOTAL HOURS PER TERM:

STRUCTURE OF HOURS:

Lectures: 15 hrs
Seminar: 15 hrs
Laboratory: 15 hrs
Field Experience: hrs
Student Directed Learning: hrs
Other (Specify): hrs

MAXIMUM ENROLMENT:

EXPECTED FREQUENCY OF COURSE OFFERING:

WILL TRANSFER CREDIT BE REQUESTED?

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:

AUTHORIZATION SIGNATURES:

Course designer(s): Chairperson:

Department Head: Dean:

W. R. Bate

PAC Approval in Principle Date: PAC Final Approval Date: January 28, 1998
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To develop an effective approach to writing process including planning and revising.

2. To learn basic techniques of effective writing and speaking such as clarity, conciseness, sincerity, tone, unity, coherence and completeness.

3. To learn techniques of document design and format such as spacing, use of headings and listing.

4. To learn forms and purposes of commonly used technical reports, letters and other kinds of technical writing (technical description and technical instruction).
   Types of reports include incident, field trip, progress, project completion, inspection, laboratory and evaluation reports, feasibility studies and technical proposals.

5. To learn techniques of illustrating technical documents.

6. To learn conventions of technical writing (e.g. use of abbreviations, numbers, prefixes, symbols).

7. To learn basics of effective letters of application and resumes.

8. To learn basics of effective interviewing as a job candidate.

9. To learn and apply standards of physical presentation in technical documents.

10. To learn basic techniques of organizations and presentation of material orally.

NOTE: The following exercises are the minimum required. The instructor may change the order and weighting according to the needs of the class.

METHODS:

Lectures, individual and group work. Students practice and demonstrate skills through exercises, rough and final drafts, and oral presentations.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR YES _____ NO ___ X ___

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

Technically Write! (Canadian - most recent), R.S. Blicq

SUPPLIES / MATERIALS:
STUDENT EVALUATION:

**Exercises** 20%
- 8 abbreviation, word choice, etc. exercises
- 6 rewriting exercises

**Final Drafts** 65%
- 1 installation instructions
- 1 process description
- 1 incident or occurrence report
- 1 trip report
- 1 inspection report
- 1 investigation report
- 1 bad news letter
- 2 persuasive requests
- 1 neutral (memo)

**Job Package** 10%
- 1 letter of application
- 1 resume
- participation in interviewing

**Oral Presentation** 5%
- 1 oral presentation (technical briefing)
  and self-evaluation memo

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENCES:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>94 - 100%</td>
</tr>
<tr>
<td>A</td>
<td>89 - 93%</td>
</tr>
<tr>
<td>A-</td>
<td>86 - 88%</td>
</tr>
<tr>
<td>B+</td>
<td>82 - 85%</td>
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<tr>
<td>B</td>
<td>78 - 81%</td>
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<tr>
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<td>75 - 77%</td>
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<tr>
<td>C+</td>
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<td>66 - 70%</td>
</tr>
<tr>
<td>C-</td>
<td>63 - 65%</td>
</tr>
<tr>
<td>P</td>
<td>60 - 62%</td>
</tr>
</tbody>
</table>
COURSE CONTENT:

1. A technical person's approach to writing.
2. The writing process: planning, writing and revising.
3. The techniques of technical writing.
4. Format and design of technical documents.
5. Technical description and technical instruction.
6. Illustrating technical documents.
7. Speaking to a technical audience.
8. Short, informal reports: incident/occurrence, field trip, progress, project completion, inspection and laboratory reports.
9. Longer informal and semiformal reports: investigation and evaluation reports, feasibility studies, and technical proposals.
10. Technical correspondence.
11. Communicating with prospective employers.