**CMNS 325**  
Communications  
*Writing for the Sciences and Technologies*

**COURSE NAME/NUMBER**  
CMNS 325  
**FACULTY/DEPARTMENT**  
Communications  
**UFV CREDITS**  
3

**CALENDAR DESCRIPTION:**
An introduction to advanced principles and practical applications of written and oral communication for the Sciences. Emphasis is on professional, technical communications to a wide range of audiences, including popular newspapers and magazines, and scientific journals. Topics covered include the ethics of scientific communication, using computers in research and in the writing process, defining audiences, designing documents, using visual aids, and effective oral presentations.

**PREREQUISITES:** One of CMNS 125, CMNS 145, CMNS 155, CMNS 175 or ENGL 105

**SYNONYMOUS COURSE(S):**
(a) Replaces:  
(b) Cross-listed with:  
(c) Cannot take: for further credit.

**TOTAL HOURS PER TERM:** 60

**STRUCTURE OF HOURS:**
- Lectures: 20 Hrs
- Seminar: 20 Hrs
- Laboratory: 20 Hrs
- Field experience:  
- Student directed learning:  
- Other (specify):  

**OTHER:**
- Maximum enrolment: 24
- Expected frequency of course offerings: *(every semester, annually, every other year, etc.)*

**WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)**
- Yes  
- No

**WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)**
- Yes  
- No

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**
- Yes  
- No

**Course designer(s):**

**Department Head:**  
Date approved: **February 2009**

**Supporting area consultation (UPACA1):**  
Date of meeting: **February 27, 2009**

**Curriculum Committee chair:**  
Date approved: **March 13, 2009**

**Dean/Associate VP:** **Eric Davis**  
Date approved: **April 7, 2009**

**Undergraduate Program Advisory Committee (UPAC) approval:**  
Date of meeting: **April 24, 2009**
LEARNING OUTCOMES:
Upon successful completion of this course, students will be able to:
1. To develop a clear understanding of the communication process as it applies to technical and scientific communications.
2. To develop an appreciation for the ethical issues involved in observing, recording, and reporting in the Sciences.
3. To learn and practice advanced principles of communication in memos, letters, summaries, manuals, proposals and reports.
4. To learn and practice principles of effective document design.
5. To learn and practice principles for developing effective visual aids in both written and oral presentations.
6. To learn and practice advanced principles of audience definition for a wide range of audiences, and for various public media, including popular newspapers and magazines, and scientific and technical journals.
7. To learn and practice the effective use of computers in research, and in the writing process.
8. To learn and practice advanced oral presentation skills.

METHODS: (Guest lecturers, presentations, online instruction, field trips, etc.)
Reading, lectures, discussions, and hands-on practice in researching, organizing, and reporting.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
☐ Examination(s) ☐ Portfolio assessment ☐ Interview(s)
☐ Other (specify):
☐ PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:
[Textbook selection varies by instructor. An example of texts for this course might be:]

SUPPLIES / MATERIALS:

STUDENT EVALUATION:
[An example of student evaluation for this course might be:]
Exercises: Technical style
Scientific abbreviations and acronyms .................. 10%
Final Drafts: 2 memos - report, summary
2 letters - report, critique
1 instruction manual
1 proposal
1 report - scientific journal
1 report - popular magazine .................. 65%
Oral Presentations: 1 progress report
1 final report .................. 25%

COURSE CONTENT:
[Course content varies by instructor. An example of course content might be:]
1. Introduction to course, course outline, evaluation procedures
2. Technical and scientific writing style, the writing process
3. Defining subjects, audiences, objectives, formats
4. Letters and memos
5. Developing proposals
6. Researching
7. Summarizing and outlining, organizing material
8. Definitions and descriptions
9. Developing instructional manuals
10. Developing research reports - oral and written
11. Developing visual aids for oral and written reports