

OKANAGAN COLLEGE  
Department of Professional Communication

**PCOM 132: TECHNICAL COMMUNICATION – FALL 2005  
ELECTRONICS ENGINEERING TECHNOLOGY**

**Instructor:** Ruth Klinkhammer  
**Phone:** 762-5445, Loc. 4672

**Office:** L311  
**Office Hours:** Mon. 2-4; Tues. 10:30-12

## **COURSE DESCRIPTION**

PCOM 132 is a one-semester course designed for Electronic Engineering Technology Students. Students will develop basic writing techniques and editing skills; they will think about their audience and their reason for communicating, and adapt their style to reach that audience and achieve that purpose. Students will see that planning, drafting, revising, and editing are all essential steps in producing high quality work. They will also develop oral communication skills, especially those which help them gain employment and speak effectively at work.

Wherever possible, assignments will be drawn from electronic engineering technology; therefore, the assignments will include summaries, memos, letters, e-mail, a technical description, instructions, and oral presentations. In every assignment, professional quality will be the primary goal; thus, the course features computer labs which help students achieve that level of quality.

### **Texts/Materials**

Don Klepp John Lannon: *Technical Communication*, 3<sup>rd</sup> Canadian edition  
Additional readings posted on WebCT.

### **Objectives**

At the end of this course, students should be able to:

1. recognize and apply nonverbal elements of communication
2. work effectively in a group
3. read analytically and distinguish between direct statements and inferences
4. identify main ideas and details in written/oral contexts
5. use an efficient and effective writing process to write well and quickly
6. write summaries, letters, memos, e-mails, instructions, a description, and a resume which are coherent, thorough, mechanically sound, and appropriate for the given audience and situation
7. design a thorough and attractive job search portfolio
8. develop confidence and skill in speaking in job-related situations
9. apply new skills and knowledge to all courses in their program
10. use computer technology to produce professional-looking documents

## Instruction Methods

Classes will combine lectures, group discussions, presentations, and computer lab workshops. Also, each student will have several opportunities to develop and practise speaking skills.

## Course Content

- The nature of communication, including the nonverbal component
- Technical/business style, with a special emphasis on the plain style favored in industry and business
- Proofreading, editing, and revising, using various indexes and peer evaluation
- Descriptive writing: types, structures and formats used by electronic engineering technologists
- Collaborative writing: techniques and exercises
- Job search techniques
- How to prepare and use a Power Point presentation
- Using computer technology to produce professional quality documents

## Evaluation

Resume/application letter	20%
Lab writing exercises	30%
Midterm	15%
Report	15%
Power point presentation	10%
Attendance and participation	10%

## Reading Responsibilities

### *Technical Communication*

Chapters 2, 3, 4, 9, 11, 12, 15, 16, 20, 22-24

Also, all assignments must:

1. follow a format appropriate to the assignment
2. be typewritten or computer printed on 8.5 X 11 inch paper
3. be placed on one side of the page only
4. have minimum one-inch margins
5. be submitted at the beginning of class on the due date unless otherwise indicated

Re: Plagiarism - see the *2005-2006 College Calendar*.

Re: Grading system - see the *2005-2006 College Calendar*. Further details re: the instructor's expectations for each assignment will be provided as each is assigned.

**Notes:** Daily attendance is a course requirement and attendance will be taken in class. People who come to class, sign in, and leave part way through class will be marked as absent unless they provide me with an explanation prior to class.

If extenuating circumstances require your absence, please let me know.