Course Description
CMNS 133 is designed for Mechanical Engineering Technology students. Students will develop basic writing techniques and editing skills; they will think about their audience and their reasons for communicating, and adapt their style to reach that audience and effectively achieve that purpose. Students will see that planning, drafting, revising, and editing are all essential steps in producing high quality technical documents. They will also develop oral communication skills, especially those that help them gain employment and enhance workplace communication.

Assignments will include summaries, memos, letters, email, a technical description, instructions, and oral presentations. In every assignment, professional quality will be the primary goal as befitting the genre of your discipline.

Texts

Objectives
- Identify and use correct English grammar and sentence structure.
- Work effectively with peers as a model of later work with colleagues.
- Read analytically and distinguish between what is stated directly and what is inferred.
- Identify the main ideas and details in written and oral contexts.
- Contemplate the significance and underlying implications of language and electronic media on technical writing.
- Apply elements of the writing process to improve content, style, and mechanics.
- Consider the interpenetration of style and content.
- Write summaries, letters, memos, email memos, and short reports that are coherent, thorough, mechanically sound, and appropriate to the given situation and audience.
- Design attractive letter, memo, and email formats that enhance communication.
• Deliver an engaging and persuasive oral presentation.

Method of Instruction
As a learner-centred course, students share responsibility with the instructor for the success of each class session. Having carefully read and contemplated the texts and topics under consideration in advance of a given class, students should be prepared for vibrant class discussion. Classes will feature a fluid combination of lectures, presentations, individual and collaborative work, workshops, and seminars.

Course Content
• The nature of communication, including the nonverbal component
• Technical style, with a special emphasis on the plain style favored in the engineering industry
• Proofreading, editing, and revising, using various indexes and peer evaluation
• Descriptive writing: types, structures and formats used by mechanical engineering technologists
• Collaborative writing: techniques and exercises
• Job search techniques
• Using computer technology to produce professional documents

Course Assignments
1. Mechanical/process Description 05%
2. Paragraph assignment 10%
3. Lab Report 2: Discussion (dual assignment, Mech 133) 15%
4. Midterm Exam 10%
5. Lab Report 3: entire (dual assignment, Mech 133) 15%
6. Double Description Exercise 10%
7. Portfolio (resumé, cover letter, and job postings) 10%
8. Presentation (collaborative) 15%
Participation (including attendance, preparation, responses to study questions, informal group presentations, engagement in class activities, and low-stakes writing assignments) 10%

Course Policies
1) All assignments must be completed. Failure to do so will result in a “DNC/F” final grade.
2) Late assignments will receive a grade of zero (0), unless prior arrangements are made with the instructor.
3) Daily attendance and engaged participation in the course content are required.
4) Attendance alone does not contribute to the participation grade. Only thoughtful, critical class engagement counts.
5) All assignments must be word-processed and submitted professionally. Use one-inch margins and a conservative, 12-point font. Avoid italics, bold, and underlining unless you have good reason.

6) Assignments are due at the beginning of class. You must submit your own work—in person.

7) Electronic submissions will not be accepted, unless prior arrangements are made with the instructor.

8) Stay in close contact with your instructor. I have regular office hours, but will almost always see someone if they drop by, especially if they bring chocolate.

Plagiarism and Academic Dishonesty

The Okanagan College Calendar defines plagiarism as “the presentation of another person's work or ideas without proper or complete acknowledgement” (p. 395). The OC Calendar further distinguishes between accidental and intentional plagiarism. Accidental plagiarism is often due to a lack of scholarly diligence (for example, forgetting to cite a source). Intentional plagiarism is a wilful intent to deceive the reader, where the author takes another’s work or ideas and tries to pass it off as their own. Naturally, this includes using another student’s work as well.

If you are unsure of what constitutes “proper and complete acknowledgement” of a person’s work, or are thinking of intentionally cutting some corners, be sure to review the full explanation of Okanagan College’s policy regarding plagiarism to understand the consequences of such actions. Obviously, the outcome is not good.

Evaluation and Assessment

Students will collaborate with the instructor to determine detailed criteria for each assignment. The criteria will vary according to each assignment’s audience, purpose, content, and communications medium and will be developed in advance of a given assignment’s submission date. Students will also engage in reflective self-assessment as a means of better integrating evaluation with learning.
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Tuesday</th>
<th>Date</th>
<th>Thursday</th>
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| 1    | Sept | **Course introduction**  
*What are the rules?*  
*Purpose, Genre, Audience*  
*Read: Introduction (1-15)*  
*Chapter 1 (16-56)* | 7    | **Course introduction**  
*What are the rules?*  
*Purpose, Genre, Audience*  
*Read: Introduction (1-15)*  
*Chapter 1 (16-56)* |
| 2    | 12   | **Rhetorical Patterns**  
*Mechanical description*  
*Classification/Division*  
*In-class: write Process or Mechanical description*  
*Read: Chapter 2 (78-85)* | 14   | **Notetaking**  
*Observation*  
*Recording data*  
*In-class: watch and take notes of Charpy test video*  
**Due: assignment #1: Process or Mechanical Description** |
|      |      | **Due:** #1                                                             | 21   | **Conciseness, parallelism**  
*active and passive voice*  
*In-class: required exercise sentence revisions* |
| 3    | 19   | **Paragraph structure**  
*Read: Chapter 4 (140-151)*  
*Paragraph workshop*  
*In-class: write 3 paragraphs using Charpy test video notes, then revise* |      | **Lab Reports—introduction**  
*Format, reasoning, genre expectations*  
**Work on MECH 133 Lab Report One**  
**Due: Assignment #2: Paragraphs** |
| 4    | 26   | **Lab Reports—introduction**  
*Format, reasoning, genre expectations*  
**Work on MECH 133 Lab Report One**  
**Due: Assignment #2: Paragraphs** | 28   | **Lab Reports—Argument and Discussion**  
*What are they looking for?*  
*Read: Simple argument (57-58)* |
|      | #2   | **Due:** #2                                                             |      | **Lab Reports—structure**  
*Giving structure to the text*  
*Read: Ch. 3 (117-124)* |
| 5    | 3    | **Introductions**  
*Read: Ch. 3 (100-109)* | 5    | **Visual Communication, graphics**  
*Read: Ch.8 (245-279)*  
**Midterm preview**  
**Course content review**  
**Progress reports** |
| 6    | 10   | **Draft Review: assignment #3:**  
**Lab Report Two**  
*bring draft of Lab Report #2 to class* | 12   | **Assignment #4: Midterm** |
| 7    | 17   | **Visual communication workshop**  
**Due: Assignment #3—Lab Report Two** | 19   | **Assignment #4: Midterm** |
<p>|      | #3   | <strong>Due:</strong> #3                                                             |      | <strong>Assignment #4: Midterm</strong> |</p>
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<tr>
<th>Date</th>
<th>Assignment</th>
<th>Instructions</th>
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<td>8</td>
<td>Draft Review: assignment #5: Lab Report Three</td>
<td>Draft review for entire LR3</td>
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<td>9</td>
<td>Complete Double Description exercise</td>
<td>Employment portfolio</td>
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<td>Due: Assignment #5: Lab Report Three</td>
<td>Functional resume</td>
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<td>10</td>
<td>Employment portfolio</td>
<td>Draft Review: Assignment #6a: Functional Resume</td>
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<td>Cover letters</td>
<td>Draft review: Assignment #6b: Cover letter</td>
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<td>Comma usage</td>
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<td>In-class exercises</td>
<td>More exercises</td>
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<td>Due: Assignment #7: Employment Portfolio *(resume, cover letter, job posting)</td>
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<td>12</td>
<td>Proposals for presentation topics</td>
<td>Outlines</td>
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<td>Researching in-class</td>
<td>Proposals exercise due</td>
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<td>Use class time to discuss and decide on collaborative presentations</td>
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<td>13</td>
<td>Oral Communication</td>
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<td>Work on presentations</td>
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<td>Read: Ch.9 Applying Principles to Oral communication (280-313)</td>
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<td>14</td>
<td>Due: Assignment #8: Oral Presentations</td>
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Lab Report 1 (hardness test) is due in Mech 133 Week 4, on Sept 29.
Lab Report 2 (impact) is due in Week 6, on October 13.
Lab Report 3 (tensile) is due in Week 8, on October 27.
All dual-assignment lab reports (LR1, 2, 3) due in CMNS 133 on Tuesday of the following week.