

DATE SUBMITTED _____
DATE DICC APPROVED 05/01/01

CATALOG NO. ENGL 119
DATE LAST REVIEWED _____

COURSE INFORMATION FORM

DISCIPLINE English

COURSE TITLE Introduction to Report Writing

CR.HR. 3 **LECT HR.** 3 **LAB HR.** _____ **CLIN/INTERN HR.** _____ **CLOCK HR.** _____

CATALOG DESCRIPTION

Prepares students to compose formal and informal reports, such as proposals and recommendations, that are contextually appropriate to a variety of settings.

PREREQUISITES

ENGL 30

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student will be able to:

1. Apply the process of writing to develop reports.
2. Compare, contrast, and choose report types based on audience and context of assignments.
3. Compose reports based on audience and context of assignments.
4. Analyze cause and effect and demonstrate them in reports.
5. Appraise problems and formulate solutions to those problems in reports.
6. Assess research sources and integrate appropriate sources into research reports.
7. Defend written reports.

CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes on textbook readings. (1-7)
2. Writing exercises to include description, analysis of cause and effect and problem solving. (1-7)
3. Writing products to include informal and formal reports and proposals based on personal analysis and/or research. (1-7)
4. Oral presentations of report findings. (1-7)
5. Small group assessment. (1-7)

PROGRAM-LEVEL OUTCOMES ADDRESSED**GENERAL EDUCATION OUTCOMES**

Specify which general education outcomes, if any, are substantially addressed by the course by completing the "Course/Program Assessment Matrix" to show the relationships between course and program outcomes and assessment measures.

Communication

OCCUPATIONAL PROGRAM OUTCOMES

Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the "Course/Program Assessment Matrix" to show the relationships between course and program outcomes to assessment measures.

COURSE OUTLINE FORM

DISCIPLINE EnglishCOURSE TITLE Introduction to Report Writing

Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allows. An *asterisk can be used to mark an item as optional.

- I. The writing process
- II. Writing skills
 - A. Grammar
 - B. Punctuation
 - C. Usage
- III. Types and styles of reports
- IV. Audience and task analysis
- V. Personal analysis reports
- VI. Research-based reports