ENG 114 COURSE OUTLINE

PROFESSIONAL RESEARCH AND REPORTING

Developed by the English Department
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Cape Fear Community College
411 North Front Street
Wilmington, NC 28401

ENG 114
PROFESSIONAL RESEARCH AND REPORTING

COURSE DESCRIPTION
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

COURSE OVERVIEW
Students will become familiar with the content and form of a variety of informal and formal business documents. They will develop the writing skills to create documents such as reports, business letters, memos, letters of application, and resumes. Emphasis is placed on style, form, and presentation. Research strategies and documentation forms will be covered, as well as using graphic aids to supplement text. Using the computer, students will design and draft a variety of documents, then make oral presentations within a specific context for a specified audience.

COURSE OBJECTIVES
Students will demonstrate an understanding of the communication process and its application to written and oral messages in business and industry by accomplishing the following objectives:

- Express ideas clearly, using standard English grammar, mechanics, and spelling
- Follow specifications to effectively format business documents, such as memos, letters, and reports.
- Use an appropriate style and tone to compose documents than meet the needs of a specific audience and purpose.
- Design and compose a variety of business documents, such as memos, letters, proposals, and long and short reports.
- Write effective job-search documents, such as a focused resume, a letter of application, a request for a letter or recommendation, and a follow-up letter.
- Use a variety of research tools to locate valid, reliable sources.
- Use sound research and note-taking techniques.
- Accurately incorporate and document sources.
- Evaluate and synthesize primary and secondary sources to fulfill research objectives.
• Use visuals to clarify, emphasize, or condense report data.
• Work constructively with others to meet a goal.
• Deliver extemporaneous oral presentations using effective verbal and nonverbal skills.

HOURS, CREDITS, PREREQUISITES

Course Hours Per Week: 3  
Credit Hours: 3  
Prerequisites: ENG 111

COURSE REQUIREMENTS

A handout is required to be given to each student on the first day of class explaining attendance, grading, and other course requirements. A course outline should also be issued.

Attendance -- Students are expected to attend all classes. Instructors should state their attendance policy in their first-day handouts (course syllabus) specifying any grading or point systems related to attendance, which may or may not include credit or loss-of-credit for workshop/draft/review class meetings.

Papers -- The course can be structured for a variety of business documents: memos, letters, proposals, short and long reports, and resumes. A least one documented paper is required.

Oral Presentations -- Opportunities for students to prepare and present orally should be included in the course. Presentations may be brief and ad lib or extemporaneous so that students can develop a comfort level and the skills to make presentations to a small group. Not all activities need to be "graded" activities.

Group Work -- Activities and assignments should include opportunities for students to gain experience working with others, resolving conflict and coordinating activities. Activities could include researching, composing, reviewing, and evaluating.
EVALUATION

Instructors will use the following CFCC grading scale:

A = 92-100  
B = 84-91  
C = 76-83  
D = 68-75  
F = 0-67

Evaluation should be based on a variety of written and oral activities and assignments. Major components should include oral presentations, group activities, and written business documents that include some research. Course components may include attendance, class participation, quizzes, and tests.

TEXTS

Course Text


There is an Instructor’s Guide available for this text—ISBN 0-618-29843. There is also a packet of transparencies available to use with this text.

Supplement -- It is suggested that you also order a supplement for research and documentation forms such as one of the following. Any supplements are the responsibility of individual instructors, and selections need to be submitted to the chair to be included in the department's book order.


CFCC ENGLISH DEPARTMENT PLAGIARISM POLICY

This policy must be presented on your course syllabus. You may add your own specific policy at the end of the policy statement.

Plagiarism is using as your own the words or ideas of another, whether written or oral. When you use material from a source, you must quote or paraphrase accurately and properly cite the information. Failure to do so is considered plagiarism. Examples of plagiarism include word-for-word copying without correctly indicating that you are quoting, inaccurate quoting and
paraphrasing, and incomplete or missing documentation. Purchasing a paper or copying someone else’s work and submitting it as your own is also plagiarism. Any misrepresentation of the source in your writing or speaking would constitute a form of plagiarism.

Whether intentional or unintentional, plagiarism is not acceptable. The English Department adheres to the CFCC policy on cheating as stated in the Catalog and Student Handbook.

REFERENCES AND RELATED RESOURCES
Listed below are various sources instructors may find helpful:


Online:
NCLIVE http://www.nclive.org


Annotated List of Search Engines--Includes addresses for search engines and tips for use. http://www.webliminal.com/search/appendix_a1.htm


MLA Documentation (Modern Language Association) http://www.mla.org/


Purdue University Writing Lab http://owl.english.purdue.edu/handouts/


Prentice Hall Web Site to accompany Lannon's Technical Writing http://cfcc.net/rmorris/commas.html

The Bedford Bibliography for Teachers of Writing http://www.bedfordbooks.com/bb/contents.html