



## Lincoln University Course Syllabus

Course: English 99 – Report Writing  
Semester: Fall 2016 – Thursdays, 9:00 – 11:45  
Course prerequisites/co-requisites: None  
Credit: 3 units, 45 lecture hours

Instructor: Dr. Sylvia Y. Schoemaker Rippel  
Office hours and location: T, Th -- 11:45-12:30  
and by arrangement, room 308  
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Course-related email: [profsylvia@gmail.com](mailto:profsylvia@gmail.com)

### Course Description

#### English 99 – Report Writing

The course instructs the student in the various forms of written reports. Students prepare informational and analytic reports. Computer tools and programs, as well as Internet resources, will be used as relevant.  
(3 units)

### Learning Objectives

- Expansion of academic and professional report writing skills▪
- Development of research and documentation skills▪
- Ability to write reports for specific purposes▪
- Increased skill in applying selection, development, evaluation, and communication criteria for relevant business and professional report subjects, contexts, purposes and channels.

### Instructional Materials and References:

#### Required Texts:

Kuiper, S. A. (2013) Contemporary business report writing. (5th Ed.). Mason, Ohio: South-Western Cengage Learning. (ISBN: 978-1-111-82085-5)

Tensen, B. (2013) Research strategies for a digital age. (4<sup>th</sup> Ed.). Boston, MA: Wadsworth. Cengage Learning (ISBN: 9780840028822)

### **Recommended Texts:**

Anderson, P. B. (2014). Technical Communication. (8<sup>th</sup> Ed.). Boston, MA: Wadsworth. Cengage Learning (ISBN: 9781133309819)

Additional print, A/V, and online resources to be given in class

### **Instructional Methods**

The course sessions will include lectures, A/V-augmented presentations (text-based and other topically related slides and relevant audio/video/web resources), written and oral classroom exercises applying course concepts, small group and classroom discussions, student presentations of individual and group assignments based on course units, with emphasis on engaging students in learning by doing.

### **Student Responsibilities**

Students are expected to consistently attend class punctually and fully (arriving on time and leaving the classroom only at the scheduled break and end times). Successful students participate in individual and group work in a productive manner, prepare and perform well on tests, complete assignments according to schedule and at a level appropriate to university rubrics, and take personal responsibility for meeting the objectives of the course.

### **Topical Outline**

Topics covered include informative and persuasive report planning, drafting, editing, and formatting, research and documentation skills.

### **Homework Assignments**

For each of the units (as well as additional assignments given in class), students will do the following by the date listed on the schedule below:

**Read** assigned materials with care and understanding.

**Respond** to the main points of each chapter assigned by listing three or four key questions with answers (no more than two or three sentences each).

**Reflect** on the unit in writing (a brief paragraph or two).

**Email** your unit and chapter assignments to me at [profsylvia@gmail.com](mailto:profsylvia@gmail.com), before the date on the schedule.

For midterm and final review assignments, students will present ePortfolios/PPTs adapted from the weekly assignments as individual or team projects.

SCHEDULE

#	Date	Topic	Homework due by date listed CBR: Kuiper, Contemporary Business Reports, 5e RSDA: Tensen, Research Strategies for a Digital Age, 4e
1	8/25/2016	Introduction Research and Reports	CBR: C1 Report Characteristics RSDA: Part I: Research Basics
2	9/1/2016	Planning & Drafting	CBR: C2 Planning the Report CBR: C3 Producing the Report
3	9/8/2016	Designing and Proofing	CBR: C4 Writing Style and Lapses RSDA: Part 3: Incorporating Your Research
4	9/15/2016	Formatting	CBR: C5 Illustrating the Report CBR: C6 Formatting the Report
5	9/22/2016	Routine Reports	CBR: C7 Writing Routine Reports
6	9/29/2016	Non-routine Reports	CBR: C8 Writing Non-Routine Reports Informative report due
7	10/6/2016	Review	CBR: C9 Planning and Delivering an Oral Report e-Portfolio 1 due
8	10/13/2016	Midterm	
9	10/20/2016	Research Plan	CBR: C10 Planning the Research CBR: C11 Selecting Data Sources RSDA: Part 2 - Research Using the WWW
10	10/27/2016	Sources and Analysis	CBR: C12 Using Secondary Sources CBR: C13 Using Primary Data Sources
11	11/3/2016	Documentation	RSDA: Part 4 - Research Documentation CBR: C14 Documenting Data Sources
12	11/10/2016	Research Reports	CBR: C16 Writing Business Reports
13	11/17/2016	Policies, Procedures, Instructions Business Plan	CBR: C17 Writing Policies, Procedures, and Instructions CBR: C18 Writing the Business Plan
		Fall Recess	
14	1-Dec	Review	Persuasive report due. ePortfolio 2 due
15	8-Dec	Final	

## Assessment Criteria & Method of Evaluating Students

Students will demonstrate their level of proficiency and achievement through appropriate and accurate application of classic and contemporary principles and best practices in oral and written communication for academic and professional purposes. Students attaining the higher levels of course goals will show successful application of critical and creative communication skills in approaching and solving academic and real-world examples.

The following tables quantify assignment areas and grade distribution scales.

### GRADING GUIDELINES

Items	Points
Exercises/ Daily Assignments	15
Midterm - Informative Report	20
e-Portfolio/Journal I, II	20
Presentation of Assignments	10
Final - Persuasive Report	35
<b>Total</b>	<b>100</b>

Points	Grade
100-95	A
94-90	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+
76-74	C
73-70	C-
69-65	D+
64-60	D
59 or <	F

**PLEASE NOTE:**

Revisions to the schedule will be announced in class as needed. Class attendance is required. Required textbooks should be obtained as soon as possible and brought to class for each session. Class participation is encouraged for enhanced learning through applied content, group interactions, and individual and small group presentations. Plagiarized content is strictly prohibited: Researched materials must be documented using a consistent style for both in-text and end-text citations of sources using the published standards of the most recent subject-appropriate style guide, such as APA (social sciences) or MLA (humanities), for example. Missed exams and assignments require certified excuses (signed documentation by an appropriate medical or other official representative). With documentation, a makeup exam may be scheduled. Electronics are not allowed during exams. Cell phones should not be active during class sessions.

Revised: 8/16