

Course Name: CMM190 Report Writing
Credit Value: 4
Prerequisite Course: CGE125, CMM125, or CMM126

Course Description

This course introduces the basics of report writing and focuses on the organization of routine, informal situations for the workplace.

PLAR Information

A challenge exam for this course may be arranged through the coordinator of the Language and Communications department.

Course Learning Outcomes

Upon completion of this course, the student will have reliably demonstrated the ability to:

- 1. Write persuasive messages.**
 - 1.1 Explain the goals of the persuasion process.
 - 1.2 Explain what motivates people to respond favourably to persuasive messages.
 - 1.3 Organize persuasive messages so they have the greatest impact on the reader.
 - 1.4 Identify techniques for getting and holding the receiver's attention in persuasive messages.
 - 1.5 Write persuasive requests that close with goodwill and action.
 - 1.6 Determine the best appeal for the specific reader:
 - a. Emotional.
 - b. Rational.
- 2. Demonstrate an understanding of the techniques of writing successful job application messages.**
 - 2.1 Develop a personal strategy for the job search.
 - 2.2 Understand the components of an effective résumé.
 - 2.3 Select and package information for your résumé.
 - 2.4 Write effective job search letters.
 - 2.5 Plan for job interviews by anticipating the kinds of questions interviewers often ask.
 - 2.6 Improve your performance during a job interview.
- 3. Write informal short reports.**
 - 3.1 Recognize the important role played by informal reports in facilitating organizational operations.
 - 3.2 Recognize the underlying purpose of information reports.
 - 3.3 Select an appropriate format for your informal reports.
 - 3.4 Write a variety of short informational reports.
 - 3.5 Recognize the underlying purpose of analytical reports and write effective problem-solving reports.
- 4. Illustrate reports.**
 - 4.1 Use a variety of graphics with discretion and skill.
 - 4.2 Understand the relation between graphics and words.
 - 4.3 Place graphics appropriately in documents.
 - 4.4 Use computer graphics software when possible for illustrative purposes.
 - 4.5 Understand common errors in the construction of graphics.
- 5. Demonstrate a competent level of grammatical skill and appropriate writing style.**
 - 5.1 Edit messages to eliminate the following grammatical mistakes:
 - a. Fragments.
 - b. Run-ons.
 - c. Subject-verb agreement errors.
 - d. Pronoun-antecedent errors.
 - e. Modifier errors.
 - 5.2 Edit messages to ensure the following punctuation marks are used correctly:
 - a. Terminal marks.
 - b. Commas.
 - c. Semicolons.
 - d. Apostrophes.
 - e. Quotation marks.
 - f. Colons.
 - 5.3 Edit messages to eliminate capitalization errors.
 - 5.4 Edit messages to eliminate active/passive voice errors in verbs.

- 5.5 Edit messages to eliminate faulty parallelism errors.
- 5.6 Use a dictionary, a thesaurus, a grammar handbook, and spellcheck features to eliminate spelling and usage errors.

6. Demonstrate a knowledge of oral presentation skills.

- 6.1 Select the appropriate presentational style for any given oral report situation.
- 6.2 Demonstrate the ability to make presentations to a predetermined length, within reasonable parameters.
- 6.3 Present visual aids appropriately in oral presentations.
- 6.4 Demonstrate the ability to provide adequate linkage between sections of a presentation using traditional devices.
- 6.5 Effectively prepare and present oral reports.

Evaluation Strategy

Grading System

| | | | | | | | |
|------------|---------|----|--------|----|--------|----|----------------|
| A+ Honours | 90-100% | | | | | | |
| A+ | 85-89% | B+ | 75-79% | C+ | 65-69% | D+ | 55-59% |
| A | 80-84% | B | 70-74% | C | 60-64% | D | 50-54% |
| | | | | | | R | Repeat |
| | | | | | | S | Successful |
| | | | | | | U | Unsatisfactory |
| | | | | | | I | Incomplete |

*For a complete detailed description please refer to the *Academic Calendar*.

Student Success

(Dial 5185 for Campus Life or 5301 for the Aboriginal Learning Unit)

Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies.

- Counselling helps with academic, career and personal/crisis issues.
- AccessAbility Services will accommodate you if you have physical, mobility, visual, auditory, medical and/or learning disabilities.
- Health Centre provides services to you in case of illness.
- Career Services offers career advice, resume and interviewing workshops.

Waiver of Responsibility

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.