Course Description for ENG 1133   3 class hours, 3 credits

A course designed to develop oral and written communication skills which are required of engineering technologists in writing technical reports and in presenting their content orally. In developing writing skills, course work will cover filling out pre-printed report forms, learning the principles of formal and informal report writing and writing both of these types of reports, the documented and researched report, composing letters and writing resumes. In developing speaking skills, course work includes expressing ideas clearly and concisely in oral reports, organizing information and summarizing. This course develops students' writing and speaking skills through assigned readings and performances in both areas.

Prerequisite: ENG 1101

Competencies for ENG 1133 – Specialized Communications for Technology Students

At the end of the semester the student shall be able to:

I. Write a resume that demonstrates

   a. knowledge of acceptable format(s) for the resume
   b. knowledge of completeness in resume writing, i.e., no gaps, required and optional resume lines and how to structure them.
   c. knowledge of appropriate style so that writing is clear, lively and interesting.
   d. awareness of audience.

II. Write a business letter that demonstrates

   a. knowledge of the correct format for a business letter.
   b. ability to address the specific point, free of wandering off the topic or wordiness.
   c. ability to use transitions correctly
   d. ability to write using appropriate tone and style.
   e. knowledge of specific kinds of letters, such as the letter of application, the letter of request, the letter of complaint, the letter to convey or request specific information and the letter of transmittal.
   f. knowledge of how to address a business letter.

III. Demonstrate Oral Skills by being able to

   a. list the ways in which oral presentation differs from written.
   b. identifying the modes of delivery for a formal speech and being able to use those modes. This includes speaking from a lectern and using visual aids as well as demonstration material.
   c. classifying oral presentations according to purpose.
   d. preparing and delivering a presentation to a specific audience that meets a clearly stated purpose.
   e. evaluating an oral presentation.
   f. demonstrating a knowledge and an understanding of how to behave during a job interview.

IV. Write a report(s) which demonstrate

    a. knowledge of and ability to write and/or complete different informal report formats, including minutes, memorandum, letter reports and pre-printed forms.
    b. knowledge of and ability to use proper format for writing the formal report.
    c. ability to distinguish between fact and judgment in report writing.
    d. ability to select appropriate format for writing a particular type of report.
    e. ability to understand the difference between slanted and neutral language and make appropriate language selection for the specific report.
    f. knowledge of accuracy, precision, orderliness, clarity, objectivity and conciseness as principles to be followed in writing reports.
    g. knowledge of the common types of reports and ability to recognize and write them.
    h. ability to summarize in the form of an introductory abstract for a report.
    i. knowledge of parts of and organization of different kinds of reports.
    j. awareness of audience and ability to write to a stated audience.

V. Write a 1000-2000 word research paper that demonstrates

    a. knowledge of form and format, as evidenced by correct margins, title page, footnoting conventions/the use of the conventional divisions, and bibliography.
    b. knowledge of parts of the formal documented report, such as table of contents, lists of tables and figures, summary or abstract, conclusions and recommendations and appendix.
    c. ability to construct a preliminary outline.
    d. knowledge of the conventions of punctuation for direct quotations and for paraphrasing.
    e. knowledge of formulation of thesis statement and support.
    f. knowledge of transition
    g. ability to write clearly
    h. ability to conclude comprehensively

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Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.