SYLLABUS

I.	**Course Title:**	**Report Writing**
II.	**Number:**	INCO 4006
III.	**Credits:**	Three (3)
IV.	**Contact Hours:**	45 contact hours
V.	**Pre-requisite:**	INCO 3006

VI.   Course Description:

        This course provides the student experience in analyzing and writing various types of business reports, emphasizing long formal reports that require research. Considerable practice is given in writing problem statements and exercises that aid the student in correcting and refining the use of the English language. The student is also trained in report writing techniques. A long, formal report is required for the development of oral and written skills, presenting and interpreting report findings.

        This course aims to work with students on an individual basis. It is mostly a laboratory course. Due to the nature of this course, enrollment will be limited to twenty (20) students. The theoretical aspects of report writing are presented to the students, including what they should master in order to produce dynamic and effective writing presented in class. A long, formal, analytical report is requested in lieu of a final examination in written form and an oral presentation of the findings presented in a professional manner.

Objectives:

A. General

        Throughout the students exposure to different activities carried out during the course, the students will:

1. Analyze the most common types of business reports required as part of the class;
2. Apply the correct methods of collecting, organizing, and interpreting data; with emphasis on the writing elements of a final, formal, and analytical report;
3. Develop the ability to write reports clearly, concisely, accurately, and ethically.

B. Specific

        After the types of business reports and elements of report writing have been discussed and applied to new situations, the students will be expected to develop the following skills with at least 75% fluency.

1. Analyze what the difference is between a "report " and a "business report;"
2. Describe how reports are used in organizations;
3. Differentiate between a formal and an informal report;
4. Explain the general impact of microcomputers on report writing;
5. Select, define, clarify, and analyze a problem to be studied;

6. Describe the differences between primary and secondary sources of information;
7. Differentiate and appropriately use the various types of business reports;
8. Classify reports according to their nature and length;
9. Explain the characteristics of simple reports;
10. Demonstrate the use of information literacy skills to collect data related to the problem to be investigated;
11. Identify some important factors that influence the effectiveness of reader response;
12. Prepare the statement of the problem for a proposal;
13. Identify the purpose or justification of the report.
14. Construct and use a questionnaire to collect data;
15. Utilize interview techniques in data collection;
16. Explain and justify the use of visual aids in reports;
17. Choose appropriate visual aids to illustrate findings;
18. Distinguish between different types of graphs to illustrate findings;
19. Explain advantages and disadvantages of using computer generated graphs;
20. Apply the rules of documentation used in notes, parenthetical notes, bibliographies, and reference lists;
21. Apply the criteria learned to prepare an effective formal analytical report both orally and written.

VII. Library Instruction

Objective	Activity
1. Analyze and apply the correct methods of collecting, organizing, and interpreting data on a specific problem in order to write a formal, analytical report.	1.1 Locate and review literature related to the problem investigated.
	1.2 Attend, participate in, and apply the concepts learned at a conference on library sources, references and bibliographies.
	1.3 Present a correctly written bibliography for the final report.

VIII. Norms for Student Evaluation

1/3 Proposal presentation   **1/3** Quizzes   **1/3** Oral presentation of report
    Partial assessments*   Homework   Final Written report
    Questionnaire /Survey (Group)   Attendance   Edit final report
    Interview (Group)
    Letters
*NOTE: Assessment (Test) may be given outside of class time due to number of students in the course.

For every one instructional credit hour in class, University of Puerto Rico in Ponce students are recommended to spend at least two hours out-of-class, studying, reading, writing, researching, and working on projects, providing community service or community service learning, and preparing for tests.

Law 51 – If you have any special need, please contact the professor at the beginning of the semester to determine special arrangements needed by the student.

IX. Textbook

Kuiper, S. (2009). *Contemporary Business Report Writing 4th edition.* United States: South –Western Cengage Learning.

X. References

American Psychological Association (2010). *Publication Manual of the American Psychological Association 6th ed.*

Bovee, C., Thill, J. (2005). *Business Communication Today 8th ed.* New Jersey: Pearson Publishing.

Guffy, M. (2000) *Business Communication Today 8th ed.* Business Communication Process and Product 3rd ed. Ohio: South Western Publishing Company.

Hartman, J. (2004). *Using Focus Groups to Conduct Business Communication Research.* Journal of Business Communication, 41, 402-409.

Pyke, D. (2003). *Getting the most out of your qualitative research.* Marleting Magazine, 108 (32), 26.

Suskie, L. (1996). *Questionnaire Survey Research.* Florida State University.

Norms

1. Assignments are **due on designated dates** following the format and instructions given by the professor. No make-ups will be given unless an appropriate medical or legal excuse is submitted and taken within one week during office hours.
2. All students are required to use the textbook for assigned readings or tasks. Photocopies are not allowed in class.
3. Attendance is **compulsory.** According to **Certification 33** from the Academic Senate, Monday, Wednesday, and Friday courses will not be approved if the students has 6 or more absences, Tuesday and Thursday courses will receive a failing grade with four (4) absences or more.
4. Three times late to class will be equivalent to one (1) absence.
5. **No assignment will be accepted** by the English Department Director, Secretary, or other faculty in the English Department. This is a Departmental Norm.

Professor: Dr. Carmen Celeste Morales

Office Hours: By appointment. For this course the available times are:
Monday – Wednesday – Friday   7:30 am – 8:30 am
Tuesday - Thursday   10:30 am - 12:00 pm

The professor is always available to take care of your needs.
Please, do not come to see me right after class I am unavailable if I have another group. Write a note on a piece of paper with your telephone number / e-mail and I will contact you.

E-mail: **carmen.morales1@upr.edu**

INSTITUTIONAL AND ENGLISH DEPARTMENT
MISSION AND VISION

Institutional Vision

The University of Puerto Rico in Ponce aspires to be the institution, which most effectively promotes the development of its students' potentials so that they may make significant contributions to the well-being of Puerto Rico.

Institutional Mission

The University of Puerto Rico in Ponce is a teaching institution dedicated to the intellectual, humanistic, scientific, cultural, and ethical growth of its students. It is devoted to the integral development of citizens and professionals capable of contributing to a global society as critical, creative, and honest leaders committed to continuous learning and community service. It fosters equal access, academic rigor, enriching educational activities, and quality support services, which contribute to the formation of graduates with a profile of academic excellence. In all its undertakings, the University of Puerto Rico in Ponce promotes a democratic environment supportive of academic freedom, excellence, integrity, respect, tolerance, creativity, and research.

English Department Vision

The English Department of the University of Puerto Rico in Ponce is focused in the formation of proficient and competent graduates in linguistics, academic, and cultural areas within the context of communicative English as a second language for the purpose of developing professionals capable of responding to the challenges of society.

English Department Mission

The English Department of the University of Puerto Rico in Ponce has as its fundamental mission to prepare future professionals with the capability to use English as a means of communication and become useful members of society.