



Douglas College

Books and Materials to be Purchased by Students:



N. Textbook

Anderson, P. B. Technical Writing, 4th ed., Brooks/Cole, 2003, ISBN 0-321-10142-2, \$22.95
Cengage Learning, 300 South Park Street, Boston, MA 02114, USA
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4. Time Management

The student will

- a) develop an action plan
- b) structure activities to satisfy short and long

5. Priorities

d) meet production deadlines

6. Research Process

The student will

- a) clearly establish audience, purpose, context
- b) identify major, minor, and irrelevant issues (scope)
- c) determine appropriate data base
- d) analyze appropriateness of data sources
- e) develop surveys, questionnaires, interview questions
- f) practice interviewing skills

R. COURSE EVALUATION

evaluation will be based on this general outline:

