

Course: ENG 2003 – Effective Engineering Communication
Professor: Dr. Rizvi
Submission: Lecture 03 – InClass Assignment
Group: Enzo Panem, Mohamed Ahmed, Rohan Sharma
Submitted by: Kaduri, Miryam, B.Sc. (she / they)
Student ID: [REDACTED]
Date: 17 May 2022



Activity # 1 – Helping your Profs edit their email

Please paste your edited email below showing your group's **tracked changes** with justification. Tracked changes is a highly useful and popular feature of word processing programs (e.g. MS Word, Google Docs etc.) that can be used to track changes between differing versions of a document. It allows you to go back in time to see how your document progressed, which can be useful whether you are going through multiple cycles of editing on your own and/or working collaboratively as a team.

***** BEGIN EMAIL *****

SUBJECT LINE: ~~Great ide for Dean...~~ Proposed amendment to ENG1101 Grading Scheme; Action Required

Commented [m1]: Too general, spelling error, does not actually describe a subject

TO: ~~somoperson@yorku.ca, associatodean@yorku.ca, deancolleague@yorku.ca, anotherdeancolleague@yorku.ca, courseTA1@yorku.ca, courseTA2@my.yorku.ca, myfriend@my.yorku.ca, courseTA3@my.yorku.ca, courseprof@yorku.ca, anotherfriend@my.yorku.ca, healthandsafety@my.yorku.ca, labtechnician@my.yorku.ca, thodoan@yorku.ca~~

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Bcc: myself@yorku.ca

Cc: courseTA1@yorku.ca, courseTA2@yorku.ca

To: ~~secretarytothedean@yorku.ca, departmenthead@yorku.ca~~

Commented [m2]: Too many recipients; pollutes inbox, runs the risk of the email being ignored

Commented [m3R2]: Many of the recipients are not sensible (ie. health and safety), should not be included in this correspondence.

BODY: ~~Ok, so I've been working with this like, super great class. Just so you know everything about the class, I copied the first page of our awesome syllabus.~~

Commented [m4]: It is not entirely clear if the dean should receive this correspondence yet, his secretary may be better equipped to direct the email. This may also be the case for the department head, who can advise.

Good afternoon,

I am currently running the ENG1101 course in the S1 term, and am seeking advice in regarding the grading scheme of the course. Currently, the grading scheme includes XXX as deliverables, and students are evaluated according to the accepted syllabus, attached here. It has come to my attention that the way students are evaluated is not reflecting their participation, understanding, or competence with the material, and as such it is my professional opinion that it would be appropriate to change (weighing/evaluations/XXX). I have Cc'ed the TAs so that you may ask them for specific details they have observed, as they have come to me with their own information that would support a proposal of change.

Commented [m5]: Informal language, doesn't address what the email is trying to accomplish before polluting the body with an ill-formatted syllabus

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Instructors

~~Dr. Gingerich (Sec. M) — kging@yorku.ca~~

Commented [m6]: The one piece of this syllabus that would have been useful with respect to the ask of the professor (grading scheme/evaluation breakdown) was omitted from this syllabus excerpt.

Commented [m7R6]: The syllabus itself should have been an attachment to the email, and referenced in the email (including potential markup in the document to highlight the pertinent details to save the recipient(s) time).

~~Dr. Rizvi (Sec. N) ————— rrizvi@yorku.ca~~

~~Dr. Sutherland (Sec. O) ————— ccjsuth@yorku.ca~~

~~Dr. Bashir (Sec. P) ————— rbashir@yorku.ca~~

Office Hours

~~TBD. Office hours will be posted on the course eClass site. —————~~

Teaching Assistants

~~The contact information for TAs will be posted on the course eClass site.~~

Textbook

~~Required readings will be posted on the ENG 2003 course site.~~

Pre-requisites

~~ENG 1101 Renaissance Engineer 1: Ethics, Communication & Problem Solving.~~

Course Website

~~The ENG2003 course site is on eClass (<https://eclass.yorku.ca/eclass>).~~

Course Description

~~Students learn to effectively employ communication strategies essential to a successful engineering career, including the social, rhetorical, ethical, and practical aspects of professional communications. The course will focus on building individuals' confidence and judgment through numerous communication assignments.~~

Course Learning Outcomes

~~Upon the completion of this course, students are expected to learn and retain the following concepts and skills:~~

- ~~1. Adhere to verbal and written instructions in a professional context.~~
- ~~2. Explain engineering concepts to a variety of audiences using appropriate methods.~~
- ~~3. Develop and provide technical information clearly, using appropriate communication strategies.~~
- ~~4. Effectively develop and present in the written form a technical document (including charts, tables, graphs, diagrams, etc.)~~
- ~~5. Effectively present engineering material orally using a variety of techniques and methods.~~
- ~~6. Evaluate and edit technical reports and design documents.~~
- ~~7. Analyze and identify their own communication skills as an Engineer, identifying gaps and areas for improvement.~~

Anyways, the class is great. Like, foooooally great. And I'm wondering how I can be a great pffessor. You know? OK. So I was having dinner, which was terrific. It was pasta. Really great pasta. And then it hit me! I want to give All the students 100% PERIOD! Full marks. Eeeyon. So, how can I do that? I thought you r the Dean of York, and you can make this dream como tru. Right?

Please advise as to who would best be able to assist me in drafting and getting this revision approved; I would like to ensure the smoothest transition for my students, as well as the grading TAs, should this be possible.

Lot me no in the next 5 min if you're not okay, otherwise I will assume u are and will announce it asap.

I look forward to your timely response.

OK, byd

Thank you.

Your boy, R

=

Professor Reza Rizvi, PhD. (he/him)

Assistant Professor | Department of Mechanical Engineering
p: 416-736-2100 ext. 30090 | rrizvi@yorku.ca

***** END EMAIL *****

***** END Activity 1 *****

Commented [m8]: Informal

Commented [m9]: Improper grammar

Commented [m10]: Spelling

Commented [m11]: Informal

Commented [m12]: Off topic, not relevant, informal and too friendly

Commented [m13]: Overly aggressive and can be easily interpreted as confrontational

Commented [m14]: Egregious typo

Commented [m15]: Terrible way to ask a question

Commented [m16]: Informal, inappropriate

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Commented [m17]: Spelling

Commented [m18]: Very pushy, seems entitled and demanding

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Commented [m19]: Informal and passive ending

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Commented [m20]: Unprofessional signature, would not be acceptable in an academic setting, especially of a professor

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Formatted: English (United States)

Activity # 2 – Slay the Demon Editing Activity

I stared at the bank statement in front of me, the ~~site sight~~ of it sending shivers running through my entire body. I'm an ~~athiestatheist~~, but ~~at this singular moment in time in this moment~~ I was praying to any form of God, ~~that hoping they~~ would magically appear and change ~~the my banking~~ balance ~~for me~~ ~~which read of~~ \$3.86. I laughed to my-self, first in-wardly ~~and then~~ out-wardly, ~~as if like a man~~ possessed. I ~~realized~~ I finally hit rock bottom, and ~~as soon as as the sooner~~ I ~~except~~ ~~accept~~ this averse situation ~~of mine~~, the better ~~it will be for me~~. ~~I think I will fare.~~

I pored over the expenses I made in the last month, trying to make sense of my idiotic ascent to ~~bankrupey~~ ~~bankruptcy~~. I had always been short of cash since ~~I decided I would pay my way~~ ~~through having chosen to pay my own way through~~ University. ~~My parents scoffed at this thought.~~ ~~Imagine, To them the idea of their the son, and~~ heir of a multi-million dollar business, living paycheck to paycheck in a ~~dilapitated~~ ~~dilapidated~~ student home, struggling to make ends meet ~~- was laughable.~~ The shock and horror on their faces gave me a weird sense of satisfaction as I marched out of my palatial home. I had decided I was going to do this on my own. I didn't need help from anyone. And now I was broke. ~~Broker~~ ~~More broke~~ ~~then than~~ a bum on the street.

I raised my ~~two~~ meter body to my feet and dragged myself away from the bank. After walking to the edge of the ~~kerb~~curb, I climbed into my car and begun the slow, tortuous drive home. When I entered my room and slipped off my shoes, my eyes glossed over ~~the-its~~ contents ~~of it~~ and I immediately felt a ~~waive-wave~~ of shame ~~pass-wash~~ over me. A 45-inch plasma television was on full blast, showering the dinghy apartment with light. Subscriptions to NetFlix and Scribd appeared on the main screen, complimented ~~with-by~~ a neat stack of Blu-Ray DVDs. Expensive ~~jewelery~~jewellery lined each drawer of my dresser, compounding my guilt and shame. The rent for this place for \$450, but believe me, I lived like a prince ~~their~~there.

~~I can't believe it took me all this~~It wasn't until this moment that I ~~time to realize~~realized that while I had left my home, I clearly hadn't left my lifestyle behind. I ~~would simply have to bare the consequences~~needed to cut the chord. All was not lost. The shame I felt would ~~insure-ensure~~that I would have a successful future ~~paving my own way~~. I remembered the day I summoned the courage to walk out on my own and gain independence. The memory filled me with a sense of hope. Using this energy, I walked over to my stationary bike and began to ~~peddle~~pedal. I always thought ~~better when I was in constant motion~~more clearly when physically active. ~~Immediately, a~~Slowly, I began to take ~~account of what needed to be done~~plan began to form in my mind. The most basic necessities, namely, food, rent, phone, tuition, would come to \$1200 per month. The luxuries of life, mostly in the form of paid subscriptions, were costing approximately \$2400 per month. The total expense, therefore, was \$3600 a month. I currently made \$1000 per month.

I took a long look across my room and sighed. All the electronics would have to go, along with the DVD collection. That alone would put \$3000 in my pocket. If I pawned all the jewellery ~~accept-except~~ for the bracelet my mother gave me, I would have ~~another~~ \$5000 to put into my bank account. ~~Also, if I~~That ~~and bumped-bumping~~ up my hours at the library ~~just a little~~a bit, ~~while-and~~ eating out only five times a week instead of 7, ~~I'd brake even for every month~~would allow me to break even at the end of the ~~month~~. While this fact is not earth shattering, its a whole lot better ~~then-than~~ the crappy situation I'm in now.

I looked back at my room and smiled. I was going to succeed, one way or ~~the other~~another. The shameful feeling which had engulfed my body earlier was now gone replaced with sense of pride. One day I would get all my belongings back and remember the day. One day, this would all seem like a ~~simple~~ ~~nightmare-nightmare~~ far in my past. It was time to get to work. Today was the first day, of the rest of my life.