

# WELCOME TO ENGLISH 202 TECHNICAL WRITING

Office: 204

Office Hours:

Textbook: concise edition of Successful Writing at Work 7<sup>th</sup> ed by Kolin

Materials: one floppy disk, one notebook

## Course Description

This course develops writing skills needed in the workplace. After targeting an audience, you will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments may relate to your major. You will learn how to format pages, incorporate visuals into your writing, and give brief oral presentations based on your written assignments.

## Learning Outcomes

- Recognize the difference between academic writing and writing in business, industry and the technical fields
- Understand the importance of error-free documents in the workplace
- Prepare documents with clarity and economy of words
- Recognize and adjust for audience background and knowledge when creating workplace documents
- Create visuals for documents that are well-integrated into the text
- Format documents to fit specific writing assignments including, but not limited to, letters, memos, proposals, and short reports
- Produce a formal, analytical report using advanced research techniques
- Prepare and give an oral presentation of the formal report's major findings

## Graded Writing Assignments

page design	5%	ch 6	wk 1
memo/e-mail	5%	ch 3	2
visual aids	10%	ch 6	3, 4
short report	10%	ch 8	5
with a visual			
long report	10%	ch 9	6, 7
Title page			
Intro			
Body (page 1)			
Works Cited			
instructions	5%	ch 7	8

long report (final draft)	20%	ch 9	9, 10, 11
Front matter (excluding abstract)			
Text (body)			
Back matter			
abstract	5%	ch 9	12
business letter/resume	10%	chs 4, 5	13
oral reports	5%	ch 10	14
chapter quizzes	15%		

### **Oral Report**

You will deliver one oral report worth 5% (5 to 7 min) based on your long report.

### **Chapter Quizzes (take-home)**

Chapter quizzes must be word-processed, answered in sentences, and passed in on time or not at all. At the end of the semester, if you passed in 90% of them **completed**, you will get the full 15%.

### **Attendance**

Attendance is important. Plan on attending at least 90% of the classes if you are working for an A, 80% for a B, etc. Because it is probably impossible for me to determine whether you missed class for a good reason, you need not explain your absence. I'll assume it is for a good reason. However, if you feel the need to let me know why you missed class, write me a memo and put it in the class folder. If you are chronically late or absent, do not expect me to spend time catching you up.

An occasional tardiness is understandable; routine tardiness and leaving class early disrupts and distracts.

If you know that work or family obligations will (or start to) interfere with coming to class (and on time), take this class at another time.

**Note: When employers call your references, one of the first questions they ask relates to attendance and tardiness.**

### **Miscellaneous**

Submit all quizzes and graded writing assignments in memo format starting with the second quiz and second writing assignment.

If you do not pass in the first draft of your long report, I will not accept the final copy.

Deadlines on the job are important so assignments passed in late will be graded down.

If you are a student with a disability and will need accommodations for this class, call the Disabilities Counseling Services at 383-5240. To avoid any delay in receiving accommodations, call asap. Please note that I cannot provide accommodations based upon your disability until the Disabilities Counselor has notified me.

### **Pet Peeves**

Chronic absenteeism and tardiness.

Telling me in person, by phone or by e-mail why you were absent or tardy or why your work is late. If you feel the need to tell me, write a memo (good practice) and put it in the class folder.

Handing me papers, e-mailing them, or leaving them on my desk. Put them in the class folder.

Telling me about your computer problems.