

## Syllabus Spring 2007

**English 202:** Technical Writing  
**Instructor:** Bonnie Yeomans  
**E-mail:** BYeoms@aol.com  
**Office Hours:** By appointment and before and after class  
**Required Text:** Successful Writing at Work 8<sup>th</sup> edition by Kolin

### Course Description:

This course is designed for students who want to develop writing skills needed in the workplace. After targeting an audience, they will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments will relate to their major. They will learn how to format pages, incorporate visuals into their writing, and give brief oral reports based on their written assignments. They should have familiarity with word processing before enrolling in the course.

### Graded Writing Assignments

### Reading Assignments

Identifying your audience	5%	chs 1, 16	wk 1
Topics/Works Cited	5%	chs 8, 9	2
Editing	5%	chs 2, 3	3
Memo/Proposal	10%	chs 4, 14	4
Correspondence Portfolio	10%	chs 5, 6	5
Visual Aides	5%	ch 11	6
Page Design	5%	ch 12	7
Short Report	10%	ch 15	8
Instructions	5%	ch 13	9
Abstracts	5%	ch 10	10
Formal Analytical Report/ Conferencing, Revision and Editing Workshop	25%		11, 12, 13
Resume	10%	ch 7	14

You will deliver **three oral reports** during the semester:

<b>Research proposal memo</b>	3 to 5 minutes
<b>Visual aid</b>	3 to 5 minutes
<b>Long report</b>	5 to 7 minutes

**All work must be word-processed.**

### **Attendance**

All absences are unexcused. To receive an A, you must not miss more than 3 classes; a B, 6 classes; a C, 9 classes; etc.

**Late papers-** I will accept late papers, but they will lose points. **I will not accept any paper more than one week after the due date.**

### **Extra Credit**

For each chapter, you will come to class with 5 quiz questions. You will quiz each other orally for about 5 to 10 minutes and hand in your questions and answers. (word processed please) At the end of the semester, I will let you know whether you received extra credit (a half grade or a whole grade up) based on your quiz questions and answers. Reading the chapters is important; they will help you to write your assignments.

### **Miscellaneous**

See the college catalog for policies on withdrawing and plagiarizing.

Any student with a hidden or visible disability that may require classroom modifications should see me about this within the first week or two of class.

### **My Pet Peeves**

- Chronic absenteeism and tardiness
- Coming to class without your homework done because you were absent the previous period. Please email me or a classmate for the missed work and check the syllabus for the reading assignment. You may also send me any work attached to an e-mail. However, coming to class without your work done is still better than not coming at all.
- If you feel the need to tell me why you were absent or tardy, write a memo and send it to me as an e-mail.

**It is very important that you have a current email address on file with me as we often correspond using the Internet.**