

Syllabus

English K202 Technical Writing Spring 2008

Instructor: Joyce Back
Phone work: 739-4468, ext. 1153
Phone home: 860-245-5053
Email, work: joyce.back@inncom.com
Email, home: joyceback@comcast.net
Email, TRCC: jback@trcc.commnet.edu
Text: Successful Writing at Work by Kolin

This course is designed to help you understand the special types of communication used in the business world. **As part of this course, you will work with others to share ideas and tasks and develop projects. Always bring your text, class schedule, and a notebook to class, plus whatever materials you need for your group work.**

Requirements: Worksheets on the text (these are graded)
Assigned readings
Participation in all assigned activities
Two group projects (presentation and business proposal)
One individual project (formal report)
Class attendance*

**Class attendance is very important, and good attendance will be rewarded. If you miss only one class, I will add two points to your final average. If you miss no classes, I will add three points to your final average. On the other hand, if you miss more than four classes, I probably will not pass you. This will be decided on a case-by-case basis.*

- Please let me know right away if you have any special problems that need to be considered.
- Please hand in ONLY your original work (or original work developed with your group). Although it is good to get feedback from others, it is never a good idea to copy others' work from the Internet or any other source. It is illegal and unethical, and it could result in failure of the class.

Grading:

Worksheet Average	25%
Average of the Two Group Projects	25%
Formal Report	25%
Class Activities	25%

Note: The Class Activities grade is based on attendance and cooperative attitude.

Schedule: You will be given a schedule of activities for each class. This schedule will be your source of information about assignments, due dates, etc., so be sure to read it and follow it. If you lose it, let me know and I'll give you another one.

English 202 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