

WELCOME TO ENGLISH 202 TECHNICAL WRITING (hybrid)

Office:

Office Hours: Monday and Wednesday: 1:20 to 2:00, 3:20 to 4:00 and by appt

Email address: nmarcy@trcc.commnet.edu

Textbook: concise edition of Successful Writing at Work 7th ed by Kolin

Materials: one flash drive, 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

On-ground/Online Time

On-ground time will consist of 20 to 30 minute lectures/discussions followed by group writing practices (in the lab) that will prepare you for your individual graded writing assignments. You will have difficulty with the individual assignments if you miss the practice. Online time will consist of posted readings, take-home chapter quizzes, individual writing conferences (chat room), activities, etc. The files online are numbered; please follow the order. Also, the files fall under three categories: READ, HW (homework), and WRITING ASSIGNMENT. I will respond to your questions and comments Saturday, Sunday, Tuesday, Thursday and Friday--usually in the morning.

Email all questions and comments to nmarcy@trcc.commnet.edu. Use your best sentence skills.

Attendance

After 3 on-ground absences, withdraw from the class.

All absences count. Since I cannot determine whether you are absent or tardy for a good reason, I will assume it is for a good reason. Therefore, you do not need to tell me, email me, or phone me to explain your absence. If you feel compelled, leave a note in the class folder. If you have an unfortunate semester in which life's problems interfere with your course work, drop the course and

take it at a more convenient time.

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 (200 words)				
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	5%	chs 4, 5	13	
oral report	5%	ch 10	14	
chapter quizzes	10%			
homework	10%			

Oral Report

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

Chapter Quizzes and Homework

At the end of the semester, if you passed in 90% of your quizzes and homework **completed** and on time, you will earn the full 10%. Do your quizzes on time; they will help you to write your graded assignments.

Miscellaneous

- You may pass in all assignments one day late without penalty. This does not pertain to homework. Pass in all work on-ground; do not email your assignments to me.
- If you do not pass in the first draft of your long report, I will not accept the final copy.
- Students with a disability who need accommodations should call the Disabilities Counseling Services at 383-5240. To avoid any delay in receiving accommodations, call asap. Please note that I cannot provide accommodations until the Disabilities Counselor has notified me.