

## 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)**

Pass in chapter quizzes word-processed and answered in sentences. At the end of the semester, if you passed in 90% of them **completed**, you will earn the full 15%.

**Attendance is important.** After six absences, you will automatically receive an F.

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.

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

### **Miscellaneous**

- You may pass in all assignments, including quizzes, one class period late **in person** without penalty. For the sake of my sanity, please do not email me your assignments.
- 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.
- 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.