

Syllabus for English 202 10473, Spring 2012

Instructor: Joyce Back

Email, home: back.joyce16@gmail.com

Phone, home: 860-326-5114

Email, TRCC: jback@trcc.commnet.edu

Office hours: By appointment

Text: Successful Writing at Work Concise Second or Third Edition by Kolin

Course Description:

This course is designed to help you understand the broad field of technical writing. You will learn by reading, taking part in class activities, and working with others.

This class is a hybrid, which means you will have less time in class but more work to do outside of class. You will need to use a software called Blackboard Vista. You can reach it by logging on to My Commnet. If you have trouble using it, you can get help in the Tutoring Center, which is next to the library on the first floor of the C Wing.

You will have two assignments per week (for most weeks) in Blackboard Vista. You must complete the assignments and repost them on Blackboard or email them to me at back.joyce16@gmail.com.

Requirements:

- One group project: an oral presentation on your group's imaginary business
- Research project; this can be in the form of a written report or an oral presentation
- Graded worksheets on the assigned readings in the text; you will find the worksheets in Blackboard.
- Other graded assignments that relate to the week's reading; you will find these in Blackboard.
- Completion of classroom activities (this means you must be in class and participating). Your classroom work will involve group work; practice in grammar, punctuation, vocabulary, and editing; and lectures on various aspects of technical writing. Absences from these activities will seriously affect your grade.
- Final exam (open book take-home); you will receive the exam by email and return it to me by email (no exceptions!); use my home email: back.joyce16@gmail.com.

NOTE: YOU WILL BE WORKING ON A GROUP PROJECT AND YOUR INDIVIDUAL ASSIGNMENTS SIMULTANEOUSLY, SO YOU MUST STAY ORGANIZED AND BE AWARE OF DUE DATES.

Your education is important to me; please hand in ONLY your original work. 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: Group project 20%, research project 20%, average of worksheets and other assignments 20%; classroom activities 20%, final exam 20%.

TRCC learning outcomes for this course:

- 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

Schedule

Class date January 24

Assignments due on this day None.

Activities planned for this day Discuss the course and syllabus. Fill out email and phone list.

Getting-to-know-you activities. Students should form groups and write down the contact information for group-mates.

Lecture on for-profit vs. non-profit business.

Group Work Discuss businesses and decide on an imaginary business that will be used for your group project; can be for-profit or non-profit.

Homework Read text pages 1-17 (Edition 2 and 3). Complete Worksheet 1 (basic) and Writing Assignment 1.

Class date January 31

Assignments due on this day Worksheet 1 and Writing Assignment 1.

Activities planned for this day Discussion of your group project. You will be doing group work in class; you do not need to meet with your group outside of class.

Your group project is an oral presentation on your business. **ALL PRESENTATIONS WILL BE GIVEN MARCH 6.**

Group Work Fill out the business questionnaire.

Homework Read text pages 311-323 (edition 2) or 357-369 (edition 3). Complete Worksheet 2 (presentations) and Writing Assignment 2.

Class date February 7

Assignments due on this day Worksheet 2 and Writing Assignment 2.

Activities planned for this day Discussion of instruction writing. Samples will be shown and discussed.

Group Work Work on your oral presentation.

Homework Read text pages 210-224 (edition 2) or 249-264 (edition 3). Complete Worksheet 3 (instructions) and Writing Assignment 3.

Class date February 14

Assignments due on this day Worksheet 3 and Writing Assignment 3.

Activities planned for this day Discussion of using visuals in your presentation.

Group Work Work on your oral presentation.

Homework Read text pages 168-174 (edition 2) or 197-207 (edition 3). Complete Worksheet 4 (layouts and visuals) and Writing Assignment 4.

Class date February 21

Assignments due on this day Worksheet 4 and Writing Assignment 4.

Activities planned for this day Discuss progress with each group.

Group Work Work on your oral presentation.

Homework None.

Class date February 28

Assignments due on this day None.

Activities planned for this day Discuss progress with each group.

Group Work Work on your oral presentation. **ALL GROUP PRESENTATIONS WILL BE GIVEN NEXT WEEK.**

Homework None.

Class date March 6

Assignments due on this day Group oral presentation.

Group Work **ALL GROUP PRESENTATIONS WILL BE GIVEN.**

Homework Read text pages 239-258 (edition 2) or 280-300 (edition 3). Complete Worksheet 5 (reports) and Writing Assignment 5.

Class date March 13

Assignments due on this day Worksheet 5 and Writing Assignment 5.

Activities planned for this day Discussion of formal reports. Discussion of your research project. Each student should work with the instructor to develop a subject for his/her research project. Written guidelines will be emailed to you. **WRITTEN PROJECTS WILL BE HANDED IN APRIL 10, AND ORAL PROJECTS WILL BE PRESENTED APRIL 10. DO NOT SEND WRITTEN PROJECTS BY EMAIL.**

Homework Read text pages 258-273 (edition 2) or 300-315 (edition 3). Complete Worksheet 6 (proposals) and Writing Assignment 6.

Class date March 20

SPRING BREAK; NO CLASS

Class date March 27

Assignments due on this day Worksheet 6 and Writing Assignment 6.

Activities planned for this day Discussion of business proposals. Finding errors exercise. Grammar exercise.

Homework Read text pages 33-52 (edition 2) or 38-60 (edition 3). Complete Worksheet 7 (revising) and Writing Assignment 7.

Class date April 3

Assignments due on this day Worksheet 7 and Writing Assignment 7.

Activities planned for this day Discussion of parallel construction and block style letter. Letter practice.

Homework **FINISH YOUR RESEARCH PROJECT, DUE NEXT WEEK.**

Class date April 10

Assignments due on this day **RESEARCH PROJECT IS DUE.**

Activities planned for this day **ORAL RESEARCH PRESENTATIONS WILL BE GIVEN.**

Homework Read text pages 61-77 (edition 2) or 69-84 (edition 3). Complete Worksheet 8 (memos, etc.).

Class date April 17

Assignments due on this day Worksheet 8.

Activities planned for this day Discussion of writing company procedures. Read samples. Practice writing letters in correct block style format. Editing exercise.

Homework Read text pages 132-162 (edition 2) or 152-190 (edition 3). Complete Worksheet 9 (resume).

Class date April 24

Assignments due on this day Worksheet 9.

Activities planned for this day Discussion of final exam. Vocabulary game. Conferences.

Homework None.

NOTE: ON APRIL 24 THE FINAL EXAM WILL BE EMAILED TO YOU. YOU MUST EMAIL IT BACK TO ME NO LATER THAN MAY 8. I CANNOT ACCEPT LATE EXAMS!!

Class date May 1

Assignments due on this day None.

Activities planned for this day Discussion of an effective resume and cover letter.

Homework **FINISH FINAL EXAM; DUE NEXT WEEK AT LATEST!!**

Class date May 8

Activities planned for this day: Individual conferences. **THIS IS THE LAST DAY OF CLASS.**

DATES TO REMEMBER:

MARCH 6 GROUP PRESENTATIONS WILL BE GIVEN

APRIL 10 RESEARCH PROJECT DUE; EITHER HAND IN OR DO ORALLY

MAY 8 FINAL EXAM DUE