

Syllabus Spring 2013

English 202:	Technical Writing
Instructor:	Bonnie Yeomans
E-mail:	BYeomans@trcc.commnet.edu ,
Contingency E-mail:	BYeoms@aol.com
Office Hours:	By appointment, before and after class, and on-line chats
Required Text:	<u>Successful Writing at Work</u> Concise Second Edition by Philip Kolin
Materials:	one notebook, one folder

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.

Part of your learning will be accomplished outside of the classroom by using Blackboard Learn and the internet to complete assignments on line. You will work from your own computer facilities.

Learning Objectives

- Recognize the difference between academic writing and writing in business, industry and 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
- Collaborate over a distance
- Manage writing projects in ways found in workplace settings

Class time-Friday, 9:00-11:45

- lectures,
- discussions
- collaborative writings to prepare you for your individual writing assignments.

Class time will be a combination of lectures, discussions, and collaborative writing to prepare you for your individual writing assignments. Class will simulate the workplace

where you are employees who will be provided the opportunity to learn how to write business documents in a friendly environment.

Homework

Two types of homework are assigned in this class:

1. Individual Homework

- accomplishing posted chapter readings
- viewing chapter power point presentations
- taking chapter quizzes and passing them in on Friday before class. They can not be made up.
 - Preparing **individual writing assignments (Completing the individual writing assignments will be difficult if you don't complete the reading.)**

Individual Writing Assignments:		Due
1. Personal Inventory (memo)	5pts.	02/01/13
2. Page Design	5pts.	02/08/13
3. Visual Aid	5pts.	02/15/13
4. Resume	5pts.	02/22/13
5. Memo/email	5pts.	03/01/13
6. Correspondence Portfolio	15pts	03/08/13
7. Short Report with 2 visuals	5pts.	03/15/13
8. Long Report proposal (MLA sources)	5pts.	04/05/13
9. Instructions	5pts.	04/12/13
10. Long Report abstract, letter And memo of transmittal		04/19/13
11. Long Report rough draft	10pts.	04/26/13
12. Long Report final written copy and oral presentations (can be Power Point)	20pts	05/03/13
13. Group Business Workshop And make-up work		05/10/13
14. Group Business Presentations and final evaluation memo		05/17/13
2. Collaborative Homework	15pts.	

Each week you will also have collaborative assignments. These are the ones that you work with your team/group to complete by sharing the responsibilities.

Keep in mind that you may find yourself working on individual and collaborative work simultaneously so organization is imperative.

If you do your homework in a group, you may pass in one copy of the homework with the names of the group members at the top of the page. However, each person must have a copy in class so they can participate in class discussions. All assignments must be word processed.

- All **homework assignments**, both **individual and collaborative**, must be handed in on the day due in class. They will be considered late if not. Any homework or individual assignments still not passed in a week after their due date will be evaluated, but you will receive no credit.

Do not e-mail your assignments unless specified.

All homework assignments and individual writing assignments are posted on Blackboard Learn

- I check my email for any questions usually in the morning, afternoon and evening.

Tentative Assignment Schedule

1. Identifying your audience, writing process and collaboration at work Personal Inventory (memo)	ch 1, 2	02/01/13
2. Page design	ch 6	02/08/13
3. Visuals	ch 6	02/15/13
4. Resume	ch 5	02/22/13
5. Memo/email	ch 3	03/01/13
6. Business letters	ch 4	03/08/13
7. Short report with 2 visuals	ch 8	03/15/13

No class on 03/22/13-Spring Break

No class on 03/29/13-Good Friday

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| 8. Long report proposal(MLA sources)
and oral presentation | ch 8,9 | 04/05/13 |
| 9. Instructions | ch 7 | 04/12/13 |

Use the long reports passed out in class as models for your report. Do not use the long report in your text.

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| 10. Long report abstract, letter
and memo of transmittal | ch 9 | 04/19/13 |
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I must see a rough draft or you will not receive credit for your long report.

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| 11. Long report rough drafts | 04/26//13 |
| 12. Long report final copy and presentations | 05/03/13 |
| 13. Group Business Workshop
and make-up work | 05/10/13 |
| 14. Group Business Presentations
and final evaluation memo. | 05/17/13 |

➤ **Chapter quizzes, Class Participation,
Collaboration in class and outside of class,
Group Business Project** **15pts.**

Attendance

Attendance is important and all absences count. Please remember, should you be absent on a day that an assignment is due, it will be considered late and must be handed in no later than the next class to receive any credit. If you feel that you must tell me the reason for an absence, send me an email. An occasional tardiness is understandable; chronic tardiness or leaving class early disrupts and distracts. Also, if you find that personal and/or professional responsibilities are preventing you from attending class, drop the course and take it at a later time.

Remember: Your attendance reflects your sense of responsibility, conscientiousness and work ethic.

Miscellaneous

See the college catalog for policies on withdrawing and plagiarizing.

Disabilities

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible.

Chris Scarborough (860) 892-5751/Room A-119 generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome.

Kathleen Gray(860) 885-2328/ Room A-119 generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities.

Please note that an instructor cannot make disability accommodations until a student provides the necessary paperwork from the college's disability office. Accommodations take effect when the instructor receives the paperwork.

The Writing Center/TASC:

Room C117

Phone: (860) 892-5713 or (860) 892-5769

E-Mail: TRWritingcenter@trcc.commnet.edu

Online tutoring: <http://www.etutoring.org/>

Weather Cancellations:

Call (860) 886-0177 or go online to: www.trcc.commnet.edu