

## WELCOME TO ENGLISH 202 TECHNICAL WRITING (hybrid)

Email address: [nmarcy@trcc.comnet.edu](mailto:nmarcy@trcc.comnet.edu)

Email me directly; do not go through BBV.

Phone: 203-453-6399

Office hours: before or after class or by appt

Office: D205

Textbook: concise 3rd edition of Successful Writing at Work by Kolin

### Course Description

This course develops writing skills needed in the workplace. You will complete an array of assignments: memos, instructions, proposals, researched analytical reports, etc. You will incorporate design features and visuals into your writing and advance your documentation skills.

### Learning Outcomes

- Recognize the difference between academic writing and writing in business, industry and technical fields
- Understand the importance of writing 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: letters, memos, visuals, short reports, etc.
- Produce a formal, analytical report using advanced research techniques

### Kinds of Assignments

Pass in all assignments in class; do not email them. If you miss a class, put assignments due in my mailbox before the next class. Otherwise, you will be graded down.

- **Individual Homework:** chapter readings, read before you meet in your group
- **Group Homework:** chapter quizzes and activities (posted online weekly) that prepare you for writing assignments, (2 to 4 to a group, can meet online or in person) 20 pts

Pass in one copy of the group homework with the names of the participants at the top of the first page. However, each person must have a copy in class so he/she can participate in class discussion.

- **Writing Assignments:** listed on next page, can be done individually or with one other person, 70 pts
- **Take-home Final Exam:** done individually, 10 pts

## **Attendance**

Attendance is important because I cover information in class not found elsewhere. If you are absent, 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.

We will meet 13 times this semester.

## **Miscellaneous**

I encourage you to email me when you have questions about your assignments. I will respond to your emails every day, usually in the morning, except for Fridays and the day of class.

Do not turn on your lap top in class.

No points given for effort, time spent, participating in class discussions, arriving on time, etc.

You must find time to work in a group.

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.

## **Writing Assignments 70 pts**

page design, ch 6	5 pts	Feb 6
resume, ch 5, business letter, ch 4	10 pts	Feb 13
tba		Feb 27
memo/e-mail, ch 3	5 pts	Mar 5
visual aids, creating ch 6	5 pts	Mar 12
visual aids, introducing	5 pts	Mar 26
documenting practice	5 pts	Apr 2
short report, ch 8	10 pts	Apr 16
instructions, ch 7	5 pts	Apr 23
long report	20 pts	May 7

## **Other Work**

take-home final exam	10 pts	May 14
group homework	20 pts	