

## Syllabus Spring 2012

<b>English 202:</b>	Technical Writing
<b>Instructor:</b>	Bonnie Yeomans
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<b>Contingency E-mail:</b>	<a href="mailto:BYeoms@aol.com">BYeoms@aol.com</a>
<b>Office Hours:</b>	By appointment, before and after class, and on-line chats
<b>Required Text:</b>	<u>Successful Writing at Work</u> Concise Second Edition by Philip Kolin
<b>Materials:</b>	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 Vista 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**

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

## 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 work.)**

All **homework assignments** and **individual writing assignments** 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.**

- ❖ 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.

## Individual Writing Assignments

- One per week for a total of 85 points.

**All homework assignments and individual writing assignments are posted on Blackboard Vista**

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

## Tentative Schedule

### Individual Writing Assignments

### Reading Assignments

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|---|------|---------------|---------|
| 1. Identifying your audience, writing process and collaboration at work | 5pts | ch 1, 2       | 1/27/12 |
| 2. Page design  | 5pts | ch6(168-178)  | 2/03/12 |
| 3. Visual aids  | 5pts | ch 6(178-205) | 2/10/12 |
| 4. Resume   | 5pts | ch 5          | 2/17/12 |

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|---|-------|--------|---------|
| 5. Memo/email   | 5pts  | ch 3   | 2/24/12 |
| 6. Business letter  | 5pts  | ch 4   | 3/02/12 |
| 7. Short report with 2 visuals  | 5pts  | ch 8   | 3/09/12 |
| 8. Long report proposal(MLA sources)<br>(oral presentations on 3/30/12) | 5 pts | ch 8,9 | 3/16/12 |

- **No class on 3/23/12-Spring Break**

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|-----------------|-------|------|---------|
| 9. Instructions | 5 pts | ch 7 | 3/30/12 |
|-----------------|-------|------|---------|

- **No class on 4/06/12-Good Friday**

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

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|--|-------|------|---------|
| 10. Long report: title page,<br>appendix, intro, works cited | 5 pts | ch 9 | 4/13/12 |
| 11. Long report: memo of<br>transmittal, abstract, body/text | 5 pts | ch 9 | 4/20/12 |
| 12. Long report rough draft                                  | 5 pts |      | 4/27/12 |

***I must see a rough draft or you will not receive credit for your long report.***

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|---|--------|--|---------|
| 13. Long report final copy                              | 20 pts |  | 5/04/12 |
| Oral presentations will be given on 5/04/12 and 5/11/12 |        |  |         |

Homework	15 pts
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### **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. Any student with a hidden or visible disability that may require classroom modifications should see me about this within the first week or two of class.

