

## English 202: Technical Writing

**Instructor:** Phillip J. Fox

**Class Time:** Mondays 5:30pm – 8:15pm, Feb 7 to May 16 or 23

**Class Location:** York CI

**Instructor Office and Hours:** By appointment – e-mail preferred

**Instructor E-mail:** pfox@trcc.commnet.edu

### Required Texts:

Searles, George J. Workplace Communications – The Basics. 4<sup>th</sup> edition. New York: Pearson Longman, 2009.

### Additional Material:

1. A regular, weekly or bi-weekly publication—that is, a newspaper or magazine (for example, the New York Times, the Washington Post, the New London Day).
2. A separate writing folder for loose paper hand backs, etc.
3. A writing journal and notebook with two sections (grammar and writing)

### 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 intended career, potential college major, and/or certificate program. 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 a computer to complete some assignments.

### LEARNING OUTCOMES

*Upon successful completion of ENG 202, students should be able to:*

- 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
- Manage writing projects in ways found in workplace settings

## Course Policies

Grading includes the following:

### **Class participation – 25%**

Completing assignments; attending and ***participating*** in **all** classes, working in groups on assigned writings; arriving on time and prepared. This course is similar to a job, professional appointment, or duty, all of which require dedication to schedule and attention to detail.

### **Writer's Journals – 25%**

Your Writer's Journal will be a series of responses from readings and exercise in the text. The Writer's Journals will serve as the basis for our in-class writing workshops. In addition, you are expected to revise your Writer's Journals before handing in your final drafts at the end of the semester.

### **Final Research Project – 30%**

Your final project consists of an analytical report and oral presentation. The expectation is that you practice each skill discussed in the course. This is an intensive project that requires a large amount of research and critical thought.

### **Final Exam – 20%**

The final examination is both comprehensive and reflective. Specific instructions and review for the final examination will be covered in class.

**Additional Grading Philosophy** – I do not give grades to anyone. I believe students earn their grades. Excellence requires hard work, dedication, and motivation.

### **Special Needs and Learning Disabilities**

If you have a question regarding a disability that may affect your progress in this course, please contact appropriate personnel immediately. The appropriate personnel will then notify and work with me.

### **College Withdrawal Policy:**

A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar's office and at the office at the

Sub-base. Non punitive “W” grades are assigned to withdrawal requests. An instructor’s signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending classes, receive an “F” grade for the course.

In addition, if you find that other responsibilities are preventing you from attending class, drop the course and take it at a later time.

**Weather Cancellations:**

You will be informed in advance of any class I cannot make due to weather or other circumstances.

**Late Work:**

Work is due on the dates stated in the course outline or by instructor. Late work (anytime after the end of class) will receive a grade penalty to be determined by the instructor.

**Plagiarism:**

Plagiarism is the unacknowledged use of another person’s words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer’s thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. Consequences for plagiarism can range from failing the assignment to failing the course.

## Course Schedule

Please understand there are some things over which I have no control. This schedule is tentative and subject to change at the instructor's discretion.

**Major Due Dates: 2/28, 3/7, 3/21, 4/11, 5/9, 5/16, 5/23**

February	Due -	In-class
Monday (7)	1. 1 <sup>st</sup> Day of Class.	1. Course Syllabus Review 2. Student Survey Sheet 3. Meet and Greet 4. How do you feel about writing? 5. Reading Strategies 6. Notes about the textbook and Chapter 1, including Audience, Purpose, Tone. 7. Four C's of Writing: Concise, Coherent, Courteous, and Correct. 8. Current Events assignment
Monday (14)	1. Re-read Chapter 1 and read Chapter 2 2. Choose one communication to revise in Exercise 1.1 3. Choose one communication to revise in Exercise 1.2	1. Audience, Purpose, Tone. 2. Memos and Emails 3. SQ3R practice AND text annotating. 4. Grammar Survival Skills a. Simple, Compound, Complex sentences 5. Vocabulary 6. Exercise 2.1/2.2

	Due -	In-class
Monday (21)	<b>President's Day – No Class</b>  Possibility of read Chapter 3	<b>President's Day – No Class (but possibility of week's class being rescheduled)</b>
Monday (28)	1. Depending on 21 <sup>st</sup> , read Chapter 3 and/or 4 2. Exercise 3.2 and 3.6	1. Business Letters 2. Effective Visuals 3. Exercise 3.6 – extended

	<b>3. Select Final Research Project Topic</b> 4. Begin the creation of visual aid for final research project	
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March	Due -	In-class
Monday (7)	1. Read Chapter 5 2. Exercise 5.3 <b>3. Business Letter Final Project</b>	1. Short Reports
Monday (14)	1. Read Chapter 6 2. Exercise 6.7 (newspaper/periodical) 3. Test preparation - 3 questions for review	1. Summaries 2. Test preparation

	Due -	In-class
<b>Monday (21)</b>	<b>1. Test Chapters 1-6</b>	<b>1. Test Chapters 1-6</b>
Monday (28)	1. Read Chapter 7 2. Exercise 7.2 3. Exercise 7.11	1. Procedure Descriptions

April	Due -	In-class
Monday (4)	1. Read Chapter 8 2. Exercise 8.2 3. Exercise 8.8	1. Instructions
Monday (11)	1. Read Chapter 9 2. Exercise 9.1 3. Exercise 9.6 <b>4. Final Project Rough Draft</b>	1. Resume <b>2. Final Project Rough Draft</b>

	Due -	In-class
Monday (18)	1. Read Chapter 11 2. Exercise 11.10	1. Proposals
Monday (25)	1. Read Chapter 12 2. Exercise 12.5	1. Long Reports

May	Due -	In-class
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Monday (2)	<ol style="list-style-type: none"> <li>1. Chapter 10</li> <li>2. Exercise 10.4</li> </ol>	<ol style="list-style-type: none"> <li>1. Oral Presentations and Delivery</li> <li>2. Practice at formal presentations</li> </ol>
Monday (9)	<ol style="list-style-type: none"> <li><b>1. Oral Presentations</b></li> <li><b>2. Final Project</b></li> </ol>	<b>1. Oral Presentations</b>

	Due -	In-class
Monday (16)	<ol style="list-style-type: none"> <li>1. Final Exam Preparation</li> </ol>	<ol style="list-style-type: none"> <li>1. Final Exam Preparation</li> </ol>
Wednesday (23)	<b>1. Final Exam</b>	<b>1. Final Exam</b>

Best wishes in future endeavors.