

WELCOME TO ENGLISH 202 TECHNICAL WRITING (hybrid)

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Email me directly; do not go through blackboard vista.

Textbook: concise 2nd edition of Successful Writing at Work by Kolin

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 and incorporate visuals into your writing.

Learning Outcomes

- 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

On-ground Time

On-ground time will consist of lectures/discussions.

Other Time

group work: take-home chapter quizzes, preparation for individual writing assignments (on-ground in groups of up to five)

You may elect to work alone or in a group at any time.

homework: chapter readings, individual writing assignments (completed individually)

Attendance

After the 3rd on-ground absence, withdraw from the class.

All absences count. Since I cannot determine whether you are absent or tardy for a good reason, I will assume a good reason. Therefore, 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.

Miscellaneous

I encourage you to email me when you have questions about your group work or homework. I will respond to your emails everyday, usually in the morning, except for Mondays and Fridays.

You may pass in all group work, chapter quizzes, and individual writing assignments (except the final

long report) one class period late without penalty. After that, I will evaluate the work, but you will receive no credit. Pass in all work on-ground; do not email your assignments to me.

Each group may pass in one copy of the group work with the names of the participants typed in the upper left hand corner of the first page. However, each person must have a copy in class so they can participate in class discussion.

At the end of the semester, if you passed in 90% of your quizzes and group work on time, you will earn the full 15 pts.

Do not turn on your lap top in class.

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

Individual Writing Assignments

page design, ch 6	5 pts	9/13
resume, ch 5	5 pts	9/20
business letter, ch 4	5 pts	9/27
memo/e-mail, ch 3	5 pts	10/4
visual aids, ch 6	5 pts	10/11
short report, ch 8	10 pts	10/25
with two visuals		
instructions, ch 7	5 pts	11/1

Use the long reports on blackboard vista as a model for your report. Do not use the long report in your text.

long report: title page, intro, works cited	4 pts	11/8
long report: discussion, first page	10 pts	11/15
long report: appendix	3 pts	11/22
long report: memo of transmittal	4 pts	
final long report	20 pts	11/29
minimum of 6 pages from intro through conclusion		
long report: abstract	4 pts	12/6
group work	15 pts	