

WELCOME TO ENGLISH 202 TECHNICAL WRITING (hybrid)

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Textbook: concise edition of Successful Writing at Work 2nd ed 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, incorporate visuals into your writing, and give a brief oral presentation based on your long report.

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
- Prepare and give an oral presentation of the formal report's major findings

On-ground/Online Time

On-ground time will consist of lectures/discussions.

Online time will consist of take-home chapter quizzes (done individually), study group work (done in a group), and individual graded writing assignments. Generally you should complete your chapter quiz before you enter into study group work. End with completing your individual graded writing assignment that your study group work will prepare you for.

I encourage you to email me when you have questions about your online work. I will respond to your emails on Saturday, Sunday, Monday, Tuesday, and Thursday--usually in the morning. It is quicker to email me directly rather than through Blackboard Vista.

Attendance

After the 4th 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.

Individual Writing Assignments

page design

5 pts ch 6

resume	5 pts	ch 5
business letter	5 pts	ch 4
memo/e-mail	5 pts	ch 3
visual aids	5 pts	ch 6
short report	10 pts	ch 8
with two visuals		
long report (preliminary)	10 pts	ch 9
Title page		
Intro		
Discussion (first page, about 200 words)		
Works Cited		
long report (final draft)	20 pts	ch 9
Front matter (excluding abstract)		
Discussion (body)		
Back matter		
abstract	5 pts	ch 9
instructions	5 pts	ch 7
oral report	5 pts	ch 10
chapter quizzes	10 pts	
study group	10 pts	

Oral Report

You will deliver one oral report worth 5 pts (5 to 7 min) based on your long report.

Chapter Quizzes and Study Group

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

Miscellaneous

- You may pass in all individual writing assignments (except the preliminary long report and the final draft) one class late without penalty. This does not pertain to chapter quizzes or study group work. Pass in all work on-ground; do not email your assignments to me.
- Do not turn on your lap top in class.
- Everyone in the study group must pass in a copy of the chapter quiz and the study group work.
- If you do not pass in your preliminary long report, I will not accept the final copy.
- 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.