

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.

Off-ground Time

homework: chapter readings, at-home chapter quizzes, preparation for individual writing assignments (worth 1 pt a week for a total of 15 pts) You will have a difficult time completing your individual writing assignments if you don't complete this work.

You must pass in **homework** the day due. If absent, put in my mailbox before the next class.

If you do your homework in a group, you may pass in one copy of the homework 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.

individual writing assignments: one per week for a total of 85 pts

You may pass in all 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 homework and individual writing assignments on-ground; do not email your assignments.

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 homework or individual writing 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.

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	2/6 2/8
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	10 pts	11/1

Use the long reports passed out in class 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	2 pts	11/22
long report: memo of transmittal	2 pts	
final long report*	20 pts	11/29
minimum of 6 pages from intro through conclusion		
long report: abstract	2 pts	12/6
homework	15 pts	

*The individual writing assignments that relate to your long report will upgrade to the grade on your final long report—if and only if you passed all of them in. No downgrading.