

## Syllabus

English 202:	Technical Writing
Instructor:	Bob Salen
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Contingency e-mail:	<a href="mailto:bobsalen@sbcglobal.net">bobsalen@sbcglobal.net</a> (Personal)
Office Hours:	By appointment or 4-6 PM Wednesdays
Required Text:	<u>Successful Writing at Work</u> , Concise Second Edition, by Philip C. Kolin
Recommended:	<u>Technical &amp; Business Writing</u> Quick Study Guide (available in bookstore)
Materials:	Computer Access; Notebook; Assignment folder with pocket

### Course Description:

This course develops writing skills needed in the workplace. After targeting a subject and audience, you will complete an array of assignments: memos, instructions, proposals, formal analytical reports, presentations and more. You will learn how to format pages and incorporate visuals into your writing. Group and individual oral presentations will be required. Topics for these assignments may relate to your major, workplace, or other approved source.

This course is presented in a traditional format and has no on-line component. However, students will be expected to use all available technological tools at their disposal, including computers, email, data storage devices, etc. in their individual and collaborative efforts.

### Learning Objectives:

- 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
- Use collaborative methods that leverage quality and content
- Deliver oral presentations in group/individual formats

## **Classroom Activities**

In the classroom students will actively participate in group discussions and assignments as collaboration is in itself an essential element of learning. Presentations, topics and assignments will in general follow the textbook outline – but there will be creative aspects that go beyond textbook samples and the student will be expected to expand their abilities by moving ‘outside of the box.’ You will also be expected to critique the writing of others, accept constructive feedback and apply lessons learned as you progress through the course.

## **Outside the Classroom**

Homework will be assigned to you both individually and as groups in the form of quizzes and writing assignments. Collaboration is an expectation and your methods of communication and meeting are strictly up to you. Homework is expected to be turned delivered on-time unless otherwise cleared through your instructor. Your homework grades will depend on both group and individual projects.

The college has a large number of computers with appropriate software available for your use if needed. Our primary software for generating reports and presentations is Microsoft Word and PowerPoint.

## Course Grading

Your work is expected to evolve in a positive direction as the weeks pass by. Your final grade depends on several factors:

### **Homework (40%):**

Each written assignment will be graded on a 0 to 100 scale and then averaged. An incomplete (missed) assignment will receive a grade of “0”. Late assignments will be penalized unless previously cleared by the instructor.

### **Major Assignments (50%):**

Assignments classified as “major” will include two individual portfolios, one group portfolio, a short individual oral presentation, and a long group oral presentation.

### **Other: (10%):**

Degree of participation, attendance/tardiness record, and overall effort.

## Topical Guide for the Semester

<u>Class Week Topics</u>	<u>Reference/Assignments</u>
Week 1 <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Basic Principles</li> <li>• Ethics</li> <li>• MLA/ALA</li> <li>• Text Appendices – Discussion</li> <li>• Form study groups</li> </ul>	Chapters 1 Exercise Homework Assign Individual Portfolios 1,2
Week 2 <ul style="list-style-type: none"> <li>• Writing Process</li> <li>• Using MS WORD/PowerPoint</li> <li>• Collaboration</li> <li>• Study group formation reports</li> </ul>	Chapter 2 Exercise Homework Assign Group Portfolio 3
Week 3 <ul style="list-style-type: none"> <li>• Memos, Faxes &amp; E-mails</li> </ul>	Chapter 3 Exercise Homework
Week 4 <ul style="list-style-type: none"> <li>• Writing Letters</li> <li>• Classes of Correspondence</li> <li>• Audience</li> </ul>	Chapter 4 Exercise Homework
Week 5 <ul style="list-style-type: none"> <li>• <b>Individual Portfolio #1 Due</b></li> <li>• Reviews &amp; Discussion</li> <li>• Accepting Feedback</li> <li>• Group Reports on Progress</li> </ul>	Chapter 9 Exercise Homework
Week 6 <ul style="list-style-type: none"> <li>• Presentation Basics</li> <li>• Selecting Formats</li> <li>• Working with Visuals</li> <li>• Practicing delivery</li> </ul>	Chapter 10 Exercise Homework
Week 7-8 <ul style="list-style-type: none"> <li>• <b>Individual Portfolio #2 Due</b></li> <li>• Resumes, and Jobs</li> <li>• Interviewing skills</li> <li>• Practice Interviews</li> </ul>	Chapter 5 Exercise Homework

<u>Class Week Topics</u>	<u>Reference/Assignments</u>
Week 9 <ul style="list-style-type: none"> <li>• Advanced Document Design</li> <li>• Using Visual Information</li> <li>• Integrating Text &amp; Visuals</li> <li>• Graphs and Charts</li> </ul>	Chapter 6 Exercise Homework
Week 10 <ul style="list-style-type: none"> <li>• Writing by Step-by-Step</li> <li>• Identifying an Audience</li> <li>• Technical procedures</li> <li>• “How To” concepts</li> <li>• Validating your Work</li> </ul>	Chapter 7 Exercise Homework
Week 11 <ul style="list-style-type: none"> <li>• Short Reports</li> <li>• Proposals</li> <li>• Special Reports</li> <li>• <b>Portfolio #3 Draft Review</b></li> </ul>	Chapter 8 Exercise Homework
Week 12 <ul style="list-style-type: none"> <li>• <b>Individual Short Oral Presentations based on Portfolio #2</b></li> <li>• Peer Evaluations</li> <li>• Accepting Feedback</li> </ul>	Chapter 10 Exercise Homework
Week 14 <ul style="list-style-type: none"> <li>• Group Project Reviews</li> <li>• <b>Portfolio #3 Approval</b></li> <li>• Presentation Practice Sessions</li> </ul>	Chapter 9 & 10 Finalize Portfolio #3
Week 15 <ul style="list-style-type: none"> <li>• <b>Portfolio #3 Presentations by Group</b></li> <li>• Feedback by Peers and Instructor</li> <li>• Turn in Final Long Reports</li> </ul>	Final Grades Calculated and Posted by College Deadline