

## Syllabus Spring 2010

<b>English 202:</b>	Technical Writing
<b>Instructor:</b>	Bonnie Yeomans
<b>E-mail:</b>	<a href="mailto:BYeomans@trcc.commnet.edu">BYeomans@trcc.commnet.edu</a> ,
<b>Contingency E-mail:</b>	<a href="mailto:BYeoms@aol.com">BYeoms@aol.com</a>
<b>Office Hours:</b>	By appointment, before and after class, and on-line chats
<b>Required Text:</b>	<u>Successful Writing at Work</u> Concise Second Edition by Philip Kolin
<b>Materials:</b>	one flash drive, one notebook, one folder

### **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 brief oral presentations based on your written assignments.

Part of your learning will be accomplished outside of the classroom by using Blackboard Vista and the internet to complete assignments on line. You will work from your own computer facilities.

### **Learning Objectives**

- 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
- Collaborate over a distance
- Manage writing projects in ways found in workplace settings

### **On-site/Off-site Time**

The schedule for Technical Writing involves both on-site classes and off-site time. On-site class time will be a combination of lectures, power point presentations, discussions, and collaborative writing to prepare you for your individual writing assignments. Off-site time will be spent completing posted readings, quizzes, individual writing assignments, writing conferences, etc. I check my email for any questions Monday through Friday, usually in the morning, afternoon and evening.

## **Graded Writing Assignments**

Identifying your audience  
Long Reports 5%  
Topics/Works Cited/  
Documentation/MLA 5%

The Writing Process/  
Page Design 5%

Memos/E-mails

**Portfolio 1- Audience Awareness,  
Page Design, Memos** 10%

## **Reading Assignments**

chs 1, 9 wk 1

ch 2 wk 2  
ch 6

ch 3 wk 3

wk 4

**Off-site Learning-) 2/11/2010 (10569); 2/12/2010 (11746)**

**Handout with directions and assignments will be distributed on 02/04/2010 (10569);  
02/05/2010 (11746)**

Visuals ch 6 wk 5  
Proposals 10% ch 8 (pgs 242-254)

**Portfolio 2-Long Report Proposal with visuals** wk 6, 7  
**Directions will be discussed on 02/18/2010 (10569); 02/19/09 (11746)**

**Oral Presentations and written proposals are due on 03/04/2010 (10569); 03/05/2010  
(11746)**

*Spring Break-March 8-March 12*

*No classes this week*

Letter Writing ch 4 wk 8, 9

**Portfolio 3-Correspondence**  
**Letters** 15%

**Off-site Learning-04/01/2010 (10569); 04/02/2010 (11746) (Good Friday)**

**Handout with directions will be distributed 03/25/2010 (10569); 03/26/2010 (11746)**

Short Report with visual	5%	ch 8	wk 10
Instructions	5%	ch 7	wk 11

<b>Formal Analytical Report Conferencing/revision</b>	5%	ch 9	wk 12
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- Title page
- Introduction
- Body (page one)
- Works Cited

Abstract

*I must see the first draft of your long report, or I will not accept the final copy.*

**Portfolio 4-Long Report Final Copy**  
**Tentatively Due: April 22 (10569) and April 23 (11746)**

	25%		
Making Successful Presentations		ch 10	wk 13

**Oral reports of your long report will be given in class on both April 29 (10569) and April 30 (11746) and May 6 (10569) and May 7 (11746).**

wk 14, 15

**Portfolio 5-Employment Seeking Techniques**  
**Due: 05/06/2010 (10569) and 05/07/2010 (11746)**

	5%	ch 5
Oral Reports	5%	

**You will deliver two oral reports during the semester:**

Proposal	3 minutes
Long report	5 to 7 minutes

**Attendance**

Attendance is important and all absences count. Please remember, should you be absent on a day that an assignment is due, it will be considered late and must be handed in no later than the next class to receive any credit. If you feel that you must tell me the reason for an absence, send me an email. An occasional tardiness is understandable; chronic tardiness or leaving class early disrupts and distracts. Also, if you find that personal and/or professional responsibilities are preventing you from attending class, drop the course and take it at a later time.

**Remember: Your attendance reflects your sense of responsibility, conscientiousness and work ethic.**

**Extra Credit**

For each chapter, take the two quizzes found on the website for the textbook. Hand in your quizzes in class on the day that the chapters are due. At the end of the semester, students who have taken at least 90% of the quizzes will receive extra credit. Remember that your quizzes must be passed in on time to get credit for them

**Miscellaneous**

See the college catalog for policies on withdrawing and plagiarizing.

Any student with a hidden or visible disability that may require classroom modifications should see me about this within the first week or two of class.

**It is very important that you have a current e-mail address on file with me as we correspond using the Internet. Also as the semester progresses, projects will be completed off-site through Blackboard Vista.**