

Syllabus Fall 2010

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

Reading Assignments

chap 1, 9 wk 1

***Class will not meet on September 6-Labor Day.
College is closed.***

The Writing Process/
Page Design 5%

chap 2 wk 2
chap 6

Memos/E-mails
Practice Works Cited for report topic

chap 3 wk 3

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

wk 4

Off-site Learning-) September 27, 2010

Handout with directions and assignments will be distributed on September 20, 2010

Visuals
Proposals 10%

chap 6 wk 5
chap 8 (pgs 242-254)

Class will not meet on Monday, October 11, 2010-Columbus Day

**Portfolio 2-Long Report Proposal with visuals
Directions will be discussed on October 4, 2010**

wk 6

Oral Presentations and written proposals are due on October 18, 2010

Letter Writing

chap 4 wk 7, 8

**Portfolio 3-Correspondence
Letters 20%**

wk 9

Off-site Learning-

Handout with directions will be distributed October 25, 2010

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

Formal Analytical Report Conferencing/revision	5%	chap 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.

Making Successful Presentations	chap 10
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**Portfolio 4-Long Report Final Copy
Tentatively Due: November 29, 2010**

25%

**Oral reports of your long report will be given in class on November 29,
December 6 and December 13 if needed.**

wks 13,14,15

**Portfolio 5-Employment Seeking
Techniques-Letter of Application
Due: December 6, 2010**

Oral Reports	5%	chap 5
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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.