

Syllabus Spring 2011

English 202: Technical Writing (hybrid)
Instructor: Bonnie Yeomans
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Contingency E-mail: BYeoms@aol.com *(to be used only if above is down)*
Office Hours: By appointment and before and after class, as well as on-line chats
Required Text: Successful Writing at Work Concise 2nd edition by Philip Kolin and companion student website:

http://college.cengage.com/english/kolin/successful_writing_concise/2e/student_home.html

Materials: flash drive, one notebook, portfolio, e-mail account, access to word processing program and daily Web access

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 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-ground/Off-ground Time

The schedule for Technical Writing involves both on-ground classes and off-ground time.

On-site class time (Tuesday, 8:00-9:15) will be a combination of lectures and discussions.

Off-ground time,

- **Homework:** accomplishing chapter readings, taking at-home chapter quizzes viewing chapter power point presentations, preparing for **individual writing assignments**(worth 1 pt a week for a total of 15 pts) Completing your individual writing assignments will be difficult if you don't complete the work.
 - All **homework assignments** must be handed in on the day due. If you are absent, put the assignments 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 group members at the top of the first page. However, each person must have a copy in class so they can participate in class discussions. All assignments must be word processed.
 - **Individual writing assignments:** one per week for a total of 85 pts. You may pass in all individual writing assignments (except the final report) one class period late without penalty. After that, I will evaluate the work, but you will receive no credit.
- ✓ **All homework and individual writing assignments must be passed in on-ground. Do not email your assignments.**

Tentative Schedule

Individual Writing Assignments

Reading Assignments

1. Identifying your audience, writing process and collaboration at work	5pts	ch 1,2	1/25,1/27
2. Page design	5 pts	ch 6(168-178)	2/01,2/03
3. Resume	5 pts	ch 5	2/08,2/10
4. Memo/email	5 pts	ch 3	2/15,2/17
5. Business letter	5 pts	ch 4	2/22,2/24
6. Visual aids	5 pts	ch 6(178-205)	3/01,3/03
7. Short report with 2 visuals	5 pts	ch 8	3/08,3/10
8. Long report proposal, Documentation MLA	5 pts	ch 8,9	3/22,3/24

9. Instructions	5 pts	ch 7	3/29,3/31
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Use the long reports passed out in class as models for your report. Do not use the long report in your text.

10. Long report: title page, intro, works cited	5 pts	ch 9	4/05,4/07
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11. Long report: discussion, first page	5 pts	4/12,4/14
12. Long report: appendix	5 pts	4/19,4/21
and memo of transmittal	5 pts	4/26,4/28
Long report- abstract and final copy	20 pts	5/03
*minimum of 6 pages from intro through conclusion		
13. Long report discussion		5/10
Homework	15 pts	

*The individual writing assignments that relate to your long report will upgrade to the grade on your long report-if and only if you passed all of them in.