

Syllabus Spring 2011

English 202:	Technical Writing
Instructor:	Bonnie Yeomans
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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, discussions, and collaborative writing to prepare you for your individual writing assignments. Off-site time will be spent viewing chapter power point presentations, accomplishing posted readings, taking chapter quizzes, completing individual writing assignments, and having writing conferences, etc.

I check my email for any questions Monday through Friday, usually in the morning, afternoon and evening.

Graded Writing Assignments

Reading Assignments

Identifying your audience			
Long Reports	5%	chs 1, 9	wk 1
Topics/Works Cited/ Documentation/MLA	5%		
The Writing Process/ Page Design	5%	ch 2 ch 6	wk 2
Memos/E-mails		ch 3	wk 3
Portfolio 1- Audience Awareness, Page Design, Memos	10%		wk 4

Off-site Learning-) 2/16/2011

Handout with directions and assignments will be distributed on 02/09/2011

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 02/23/2011			

Oral Presentations and written proposals are due on 03/02/11

Spring Break-March 14-March 18 No class this week

Letter Writing		ch 4	wk 8, 9
Portfolio 3-Correspondence Letters	15%		

Off-site Learning- 04/06/11

Handout with directions will be distributed 03/30/11

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

Formal Analytical Report	5%		
Conferencing/revision		ch 9	wk 12
▪ 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: 05/04/11

	25%		
Making Successful Presentations		ch 10	wk 13

Oral reports of your long report will be given in class on 05/04/11 and 05/11/11
 wk 14, 15

Portfolio 5-Employment Seeking Documents
Due: 05/13/11 or before

	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.