

ENGL 2700.001
Auditorium Building
Room 308
Technical Writing
Spring 2009

Instructor Katie Wilson

Office GAB 543

Office Hours TR 11:00 a.m.-12:30 p.m. and by appointment

E-Mail krw0103@unt.edu

Textbook Sims, Brenda R. *Technical Communication in the Information Age*. Spring 2009

**Course
Objectives**

The objectives of ENGL 2700 include the following:

- learn to write clearly, concisely, and correctly
- learn the value of good writing skills in business and industry
- learn and practice writing various technical documents common in business and industry
- use word processing and graphics software to create effective technical documents
- learn to write as a member of a team

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| Evaluation | Formal Report | 20% |
| | Style Exam | 10% |
| | Case Study | 10% |
| | Resume / Letter | 10% |
| | Proposal | 10% |
| | Instructions | 15% |
| | Informal Report | 5% |
| | Feasibility Report | 10% |
| | Final Exam | 5% |
| | Participation | 5% |

Policies

- You must attend class regularly. You cannot perform well in this course unless you attend class. If you miss class for any reason, you are responsible for all material covered and all assignments made.
- I do not accept late assignments except in cases listed below.
- **If you do not contact me before the assignment is due, I will not accept the assignment.** If you are unable to attend class or turn in an assignment because of an emergency, please call or e-mail me before class.
- If you are more than 10 minutes late, you are absent. If you miss more than 3 classes, I will lower your grade one letter. If you miss more than 5 classes, I will lower your grade two letters and may drop you from the class for non-attendance.
- If you miss more than two scheduled team meetings, you may receive a grade of zero on the team project/assignment.
- If you do not prepare an assignment according to instructions in format, organization, and style, that assignment may receive a grade of F.
- Make copies of your formal report and any other documents that you would like to keep. I will keep your formal project and other documents on file for one year.

Essential Competencies

In accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will cooperate with the office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have a disability for which you will require accommodation, please advise me of your needs in writing no later than the end of the second week of class.

Essential competencies for this course include the ability to

- read and analyze technical documents
- write clear, concise, and visually appropriate technical prose for the intended readers in response to various types of assignments
- work in a team to discuss, write, edit, and publish technical documents
- use a personal computer with word processing, e-mail, and graphics software applications
- work effectively as part of a team
- follow the rules of standard grammar, usage, spelling, and punctuation

Readings and Assignments

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| January 21 | What we'll do in class: | Introduction to the course |
| January 23 | What we'll do in class: | What Makes Technical Communication Excellent |
| | What to read: | Chapter 1 |
| | What's due: | Case Study, Assignment 1 on page 16 |
| January 26 | What we'll do in class: | Writing for Your Readers |
| | What to read: | Chapter 4 |
| | What's due: | Nothing |
| January 28 | What we'll do in class: | Organizing Information for Your Readers |
| | What to read: | Chapter 6 |
| | What's due: | Nothing |
| January 30 | What we'll do in class: | Orientation to the computer lab |
| | What to read: | Nothing |
| | What's due: | Nothing |
| February 2 | What we'll do in class: | Style |
| | What to read: | Chapter 7 |
| | What's due: | Exercises 1-5 on pages 205-207 |
| February 4 | What we'll do in class: | Style |
| | What to read: | Review Chapter 7 |
| | What's due: | Exercises 6, 8 on pages 207-210 |

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| February 6 | What we'll do in class: | Style |
| | What to read: | Chapter 8 |
| | What's due: | Exercises 1-6 on pages 239-240 |

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| February 9 | What we'll do in class: | Style |
| | What to read: | Review Chapter 8 |
| | What's due: | Exercises 7-11 on pages 240-242 |

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| February 11 | What we'll do in class: | Practice Style Exam Pt. 1 |
| | What to read: | Review Chapters 7 and 8 |
| | What's due: | Practice Style Exam Pt. 1 |

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| February 13 | What we'll do in class: | Practice Style Exam Pt. 2 |
| | What to read: | Review Chapters 7-8 |
| | What's due: | Practice Style Exam Pt. 2 |

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| February 16 | What we'll do in class: | Go over the Practice Exam |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| February 18 | What we'll do in class: | Style Exam Pt. 1 |
| | What to read: | Review Chapters 7-8 and your Practice Exam |
| | What's due: | Style Exam Pt. 1 |

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| February 20 | What we'll do in class: | Style Exam Pt. 2 |
| | What to read: | Review Chapters 7-8 and your Practice Exam |
| | What's due: | Style Exam Pt. 2 |

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| February 23 | What we'll do in class: | Designing Documents and Graphics Design Programs Orientation |
| | What to read: | Chapters 9 and 10 |
| | What's due: | Nothing |
| February 25 | What we'll do in class: | Graphics Orientation Workshop: Design Case Study |
| | What to read: | Nothing |
| | What's due: | Nothing |
| February 27 | What we'll do in class: | Workshop: Design Case Study |
| | What to read: | Nothing |
| | What's due: | Nothing |
| March 2 | What we'll do in class: | Letters, Memos, and E-Mail |
| | What to read: | Chapter 11 |
| | What's due: | Design Case Study |
| March 4 | What we'll do in class: | Workshop: Case Study |
| | What to read: | Nothing |
| | What's due: | Tentative formal project topic e-mailed to instructor by beginning of class |
| March 6 | What we'll do in class: | Workshop: Case Study |
| | What to read: | Nothing |
| | What's due: | Case study at the end of class |
| March 9 | What we'll do in class: | Resumes and Letters of Application |
| | What to read: | Chapter 12 |
| | What's due: | Exercise 1 on page 383 |

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| March 11 | What we'll do in class: | Workshop: Resume and Letter of Application |
| | What to read: | Chapter 13 |
| | What's due: | Nothing |
| March 13 | What we'll do in class: | Manual Orientation Dreamweaver Orientation |
| | What to read: | Nothing |
| | What's due: | Resume and letter of application at the end of class |
| March 23 | What we'll do in class: | Proposals |
| | What to read: | Chapter 14 |
| | What's due: | Nothing |
| March 25 | What we'll do in class: | Workshop: Proposals |
| | What to read: | Nothing |
| | What's due: | Nothing |
| March 27 | What we'll do in class: | Workshop: Proposals |
| | What to read: | Nothing |
| | What's due: | Draft of proposal due at the end of class |
| March 30 | What we'll do in class: | Individual conferences to discuss proposal rough drafts/Peer edit proposal drafts |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| April 1 | What we'll do in class: | Instructions Workshop: Team Instructions |
| | What to read: | Chapters 15 and 3 |
| | What's due: | Case Study Analysis, Assignment 1 on page 484-485 |
| April 3 | What we'll do in class: | Workshop: Team Instructions |
| | What to read: | Nothing |
| | What's due: | Proposal |
| April 6 | What we'll do in class: | Workshop: Team Instructions |
| | What to read: | Nothing |
| | What's due: | Draft of Team Instructions |
| April 8 | What we'll do in class: | Workshop: Team Instructions |
| | What to read: | Nothing |
| | What's due: | Nothing |
| April 10 | What we'll do in class: | Workshop: Team Instructions |
| | What to read: | Nothing |
| | What's due: | Team Instructions due at the end of class |
| April 13 | What we'll do in class: | Informal Reports |
| | What to read: | Chapter 17 |
| | What's due: | Nothing |
| April 15 | What we'll do in class: | Informal Reports |
| | What to read: | Chapter 16 |
| | What's due: | Informal Report due at the end of class |

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| April 17 | What we'll do in class: | Formal Reports |
| | What to read: | Chapter 18, review Chapter 16 |
| | What's due: | Nothing |
| April 20 | What we'll do in class: | Workshop: Team Feasibility Study Individual Conferences to Review Formal Project Rough Drafts |
| | What to read: | Nothing |
| | What's due: | Rough Draft of Formal Project (at conference time) |
| April 22 | What we'll do in class: | Workshop: Team Feasibility Study Individual Conferences to Review Formal Project Rough Drafts |
| | What to read: | Nothing |
| | What's due: | Rough Draft of Formal Project (at conference time) |
| April 24 | What we'll do in class: | Workshop: Team Feasibility Study |
| | What to read: | Nothing |
| | What's due: | Nothing |
| April 27 | What we'll do in class: | Workshop: Team Feasibility Study |
| | What to read: | Nothing |
| | What's due: | Formal Project |
| April 29 | What we'll do in class: | Workshop: Team Feasibility Study |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| May 1 | What we'll do in class: | Workshop: Team Feasibility |
| | What to read: | Nothing |
| | What's due: | Team Feasibility Study at the end of class |

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| May 4 | What we'll do in class: | Review for Final Exam |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| May 6 | What we'll do in class: | Review for Final Exam |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| May 8 | What we'll do in class: | Review for Final Exam |
| | What to read: | Nothing |
| | What's due: | Nothing |

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| May 13 (Wednesday) | Final Exam Time: | 8:00-10:00 a.m. |
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