

## Technical Writing

### ENGL& 235

#### COURSE LEARNING OUTCOMES (CLOs)

1. Clearly convey specialized information from a technical field to a non-specialized audience.
2. Identify and use appropriate formats and conventions derived from individual disciplines.
3. Assess effectiveness and validity of information sources, such as web sites, business documents, and professional journals.
4. Develop strategies for information design, to include producing visually enhanced documents.
5. Summarize larger texts in clear, direct style for practical applications.
6. Design and produce a research project appropriate to the student's major and/or career interests.
7. Edit documents with peer exchange and according to professional guidelines.

#### **COURSE OUTLINE**

- I. Overview: What is good technical writing?
  - a. Definition and purpose of technical writing
  - b. Expectations: What standards will your workplace hold you to?
  - c. Values: What standards will you hold yourself to?
- II. Writing professional correspondence
  - a. Memos, Letters, E-mails, and other formats
  - b. Job-application materials
- III. Editing
  - a. Editing for correctness
  - b. Editing for concision
  - c. Editing for style and coherence
- IV. Proposals and other workplace reports
  - a. Solicited proposals and RFPs
  - b. Non-solicited proposals
  - c. Status reports, Recommendation Reports
  - d. Definitions, Descriptions, Instructions
- V. The Role of Research
  - a. Differences between academic and workplace research
  - b. The research process: Where to find the information your reader needs
  - c. Primary and secondary research
  - d. Summary, paraphrase, quotation
  - e. Documentation of sources
- VI. Document Design
  - a. Qualities of well-designed documents
  - b. Incorporating graphics into documents
  - c. Visuals and persuasion
- VII. Effective Collaboration
  - a. Writing collaboratively

- b. Using electronic media in collaboration
  - c. Intercultural communication
- VIII. Ethical and Legal Considerations
  - a. Society for Technical Communicators guidelines
  - b. Dilemmas in the workplace
  - c. Legal obligations of technical writers
- IX. Oral presentations
  - a. Elements of effective presentations
  - b. Oral presentation of student research projects