
Course Title: English 210: Technical and Business Writing

Enrollment: 25 - 30 Students

Course Description: Technical Business Writing: (3-0) Credit 3. Focus on writing for professional settings; correspondence and researched reports fundamental to the technical and business workplace—memoranda, business letters, research proposals and presentations, use of graphical and document design; emphasis on audience awareness, clarity of communication and collaborative teamwork.

Learning Outcomes / Core Objectives:

At the end of the semester, you will be able to do the following:

- Locate, evaluate, and incorporate pertinent information for business and technical purposes using a variety of technological tools.
- Recognize, analyze, and accommodate diverse audiences and rhetorical situations.
- Analyze the ethical responsibilities involved in technical and business communications.
- Engage in the process of drafting technical documents and critiquing peer writing.
- Apply principles of document design to enhance readability and effectiveness of documents.
- Revise and edit to achieve clarity; meet the standards of appropriate purpose, style, conventions of edited global English including grammatical correctness, appropriate word choice (diction), usage, clear and concise sentence structure, and punctuation.

Grading and Course Policies

Your grade is based on the average of the assignments listed below. You must complete all of the major assignments to pass the course. You must have a University-approved excuse in order to make up a major project or a course activity.

Specific due dates and detailed instructions for all assignments will be provided on eCampus.

Grading Percentages

Class Discussion Forums (20% total)

Job Application Packet (20%)

210 Portfolio (60% total)

- Topics Memo (5%)
- Internal Research Proposal (20%)
- Progress Report (10%)
- Recommendation Report (25%)

Expectations:

Because this course is process and participation based, some assignments are required in order to receive credit for the completion of the final assignment. For most of the lessons in the course, you will be completing class discussion forums and submitting them online. These forum posts are equivalent to daily work in a course taught in a traditional classroom and are structured to help you learn, review, and practice specific skills and prepare for successful completion of the major writing assignments. Forums must be complete, including any required posts **and** responses, in order to receive a grade.

In order to pass the course, you must complete *at minimum* 7 out of 10 Class Discussion Forums. Submitting fewer than seven complete posts, including any required posts and responses, will lead to failure of the class. Students must also turn in required drafts and participate in peer reviews of the 210 Portfolio in order to receive credit for the final assignments. You must complete all the major writing assignments—each part of the Job Application Packet and 210 Portfolio—in order to pass the course.

Numerical Grade Equivalents

Course grades are calculated on the standard scale:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 or less

eCampus Submissions

Submit your assignments to eCampus early to ensure that assignments submit properly. After you upload your document and click submit, you will see a confirmation screen and then receive a confirmation email. Make sure that you receive and keep a record of this confirmation so there are no discrepancies about submissions. In the event that there is an eCampus error blocking a submission, simply send your instructor an email with your submission attached and explain the difficulty - I will upload the document for you. Please use this as a last resort.

Texts:

- *Technical Communication*, 11th edition by Mike Markel (ISBN: 9781457673375)
- Additional readings are provided as PDFs or links on eCampus.

English 210 Course Schedule:

All readings and assignments are due the day they are listed. All lessons can be found on eCampus under Lesson Modules and all readings are from *Technical Communication (TC)* unless otherwise noted.

	Readings	Assignments
Week 1	Introduction and Application Materials <ul style="list-style-type: none"> • Read Chapter 1: “Introduction to Technical Communication” (TC 2-15) • Read Chapter 15: “Writing Job Application Materials” (TC 385-415) • Review Lessons One: Introductions and Lesson Two: Application Materials 	Forum 1: Introductions
Week 1	Audience and Purpose <ul style="list-style-type: none"> • Read Chapter 5: “Analyzing Your Audience and Purpose” (TC 81-111) • Finish Lessons One: Introductions • Continue Lesson Two: Application Materials 	Forum Response 1: Introductions Forum 2: Professional Position Analysis
Week 2	Document Design <ul style="list-style-type: none"> • Finish Lesson Two: Application Materials • Read Chapter 11: “Designing Print and Online Documents” (TC 248-291) • Review Lesson Three: Document Design as Persuasion 	Forum Response 2: Professional Position Analysis Forum 3: Page Design
Week 2	Persuasion <ul style="list-style-type: none"> • Read Chapter 8: “Communicating Persuasively” (TC 170-188) • Finish Lesson Three: Document Design as Persuasion 	Forum Response 3: Page Design Job Application Packet Due

Week 3	Correspondence and the 210 Portfolio <ul style="list-style-type: none"> • Read Chapter 14: “Writing Correspondence” (<i>TC</i> 358-381) • Review Lessons Four: Correspondence and Choosing a Topic 	
Week 3	Proposal Writing <ul style="list-style-type: none"> • Chapter 16: “Writing Proposals” (<i>TC</i> 419-442) • Finish Lessons Four: Correspondence and Choosing a Topic 	Topics Memos Due
Week 4	Creating Clear and Informative Documents <ul style="list-style-type: none"> • Chapter 9: “Emphasizing Important Information” (<i>TC</i> 192-212) • Review Lesson Five: Research Proposals 	
Week 4	Research Strategies <ul style="list-style-type: none"> • Appendix A: “Skimming Your Sources” (<i>TC</i> 606-613) • Review Lesson Five: Research Proposals 	
Week 5	Research Strategies II <ul style="list-style-type: none"> • Chapter 6: “Researching Your Subject” (<i>TC</i> 114-144) • Review Lesson Five: Research Proposals 	Forum 4: Designing Research Based Tasks
Week 5	Continue Drafting Internal Research Proposal <ul style="list-style-type: none"> • Finish Lesson Five: Research Proposals • Chapter 3: “Writing Technical Documents” (<i>TC</i> 41-51, “Planning” and “Drafting”) 	Forum Response 4: Designing Research Based Tasks
Week 6	Drafting <ul style="list-style-type: none"> • Review Lesson Six: Drafting and Revising 	Forum 5: Internal Research Proposal draft
Week 6	Reviewing <ul style="list-style-type: none"> • Chapter 4: “Writing Collaboratively” (<i>TC</i> 67-71) • Review Lesson Six: Drafting and Revising 	Forum Response 5: Peer Review of Internal Research Proposal
Week 7	Organizing	Forum 6: Using

	<ul style="list-style-type: none"> Chapter 7: “Organizing Your Information” (<i>TC</i> 146-165) Finish Lesson Six: Drafting and Revising 	Feedback Effectively
Week 7	<p>Revising</p> <ul style="list-style-type: none"> Chapter 3: “Writing Technical Documents” (<i>TC</i> 52-55, “Revising,” “Editing” and “Proofreading”) Turn in Internal Research Proposal 	Internal Research Proposal due
Week 8	<p>Research and Ethics</p> <ul style="list-style-type: none"> Read Chapter 2: “Understanding Ethical and Legal Considerations” (<i>TC</i> 17-39) Review Lesson Eight: Research and Ethics 	Forum 7: Research and Ethics
Week 8	<p>Progress Report</p> <ul style="list-style-type: none"> Finish Lesson Eight: Research and Ethics Chapter 17: “Writing Informational Reports” (<i>TC</i> 451-61, “Progress Reports”) Review Lesson Nine: Progress Reports and Graphics 	Forum Response 7: Research and Ethics
Week 9	<p>Graphics</p> <ul style="list-style-type: none"> Chapter 12: “Creating Graphics” (<i>TC</i> 294-335) Continue Lesson Nine: Progress Reports and Graphics 	Forum 8: Graphics
Week 9	<p>Clarity and Emphasis</p> <ul style="list-style-type: none"> Chapter 9: “Emphasizing Important Information” (<i>TC</i> 192-213) Finish Lesson Nine: Progress Reports and Graphics: 	Forum Response 8: Graphics
Week 10	<p>Recommendation Reports</p> <ul style="list-style-type: none"> Turn in Progress Report Chapter 18: “Writing Recommendation Reports” (<i>TC</i> 468-511) Review Lesson Ten: Recommendation Reports 	Progress Report Due
Week 10	<p>Drafting</p> <ul style="list-style-type: none"> Finish Lesson Ten: Recommendation Reports 	

Week 11	<p>Style and Sentences</p> <ul style="list-style-type: none"> • Chapter 10: “Writing Correct and Effective Sentences” (<i>TC</i> 215-243) • Review Lesson Eleven: Drafting and Revising a Report 	Forum 9: Recommendation Report draft
Week 11	<p>Editing and Proofreading</p> <ul style="list-style-type: none"> • Appendix C: “Editing and Proofreading Your Documents” (<i>TC</i> 658-676) • Review Lesson Eleven: Drafting and Revising a Report 	Forum 9 Response: Peer Review of Recommendation Report
Week 12	<p>Revising</p> <ul style="list-style-type: none"> • Continue to revise your Recommendation Report • Finish Lesson Eleven: Drafting and Revising a Report 	Forum 10: Using Feedback Effectively
Week 12	<p>Wrapping Up</p> <ul style="list-style-type: none"> • Last day of class! Congratulations! • Turn in Recommendation Report via TurnItIn 	Recommendation Report due