ESSEX COUNTY COLLEGE

Humanities Division

ENG 105 – Technical Writing

Course Outline

Course Number & Name: ENG 105 Technical Writing

Credit Hours: 3.0   **Contact Hours:** 3.0   **Lecture:** 3.0   **Lab:** N/A   **Other:** N/A

Prerequisites: Grade of "C" or better in ENG 101

Co-requisites: None

Instructor: Dr. Nessie Hill

Email: TBA

Office Hours: 1 hour of conferencing, discussions, tutoring, and mentoring students who need help with assignments or homework. *Please do not hesitate to meet with me.*

Course Description: This course is an introduction to technical and professional writing. It is designed to help students from a variety of majors to master the composition skills needed for careers in business and industry. The student will learn the principles and conventions of technical writing and practice those conventions in a variety of assignments that would typically be encountered in the work place.

Textbook: Lannon, John M. *Technical Communication*, 11th ed. New York: Pearson, Longman, 2008. ISBN #: 978-0-205-55957-2

American Heritage Dictionary of the English Language (latest edition)

Roget's Thesaurus (any edition)

General Education Goals: ENG 105 is affirmed in the following General Education Foundation Category: Written and Oral Communication. The corresponding General Education Goal is as follows: Students will communicate effectively in both speech and writing.

Course Goals: Upon successful completion of this course, students should be able to:

1. Demonstrate and refine communication skills needed for careers in business and industry;

2. Recognize and use standard technical writing principles, conventions and formats needed for business and industry;

3. Write a researched and fully documented formal report using primary and secondary sources, incorporating methods and technical writing conventions typically encountered in the workplace.

Measurable Course Performance Objectives (MPOs): Upon successful completion of this course, students should specifically be able to do the following:

1. Demonstrate and refine communication skills needed for careers in business and industry:

    1.1 *demonstrate mastery of clear and concise writing style and language appropriate to business and industry*;

    1.2 *incorporate effective planning, audience analysis, organization and design research into technical assignments*;

    1.3 *demonstrate refinement of writing through use of successive drafts and editing skills*;

    1.4 *adjust writing tone and levels of technicality to a variety of purposes and reading audiences*; and

    1.5 *proofread and edit written documents using clear, concise writing style and standard grammatical conventions*

2. Recognize and use standard technical writing principles, conventions and formats needed for business and industry:

    2.1 *define basic terms and concepts used in technical writing and use them as the foundation for technical communication*;

    2.2 *write effective technical documents that demonstrate an understanding and application of technical conventions, styles and formats*;

    2.3 *compose a variety of representative business and technical writing assignments, including business correspondence, resumes, memoranda, technical descriptions, procedural documents, and abstracts of business and technical literature*; and

    2.4 *articulate ethical concerns appropriate to business and industry*

3. Write a researched and fully documented formal report using primary and secondary sources, incorporating methods and technical writing conventions typically encountered in the workplace:

    3.1 *demonstrate understanding and use of the tools and resources of technical writers, such as the dictionary, thesaurus, library and electronic resources (e.g., the Internet, web pages)*;

3.2 *locate, evaluate and use relevant primary material, such as observations and interviews, to investigate a defined problem in business or industry*;

3.3 *locate, evaluate and use secondary material to investigate a defined problem in business or industry*;

3.4 *use sound note-taking skills to develop an organized investigation according to conventional technical formats*;

3.5 *demonstrate an interaction with the sources so that the student's voice emerges and exercises control over the argument*;

3.6 *make effective use of verifiable evidence in analyzing problems of the workplace and base written conclusions on sound evidence*;

3.7 *document all secondary sources used in reports requiring research in MLA format*

Methods of Instruction: Instruction will consist of informal lectures and discussion, focused free-writing, supervised in-class writing activities, some small group exercises, and the step-by-step development of a formal report (a research paper) using technical writing conventions and formats. Note: Students are assigned to read approximately one chapter a week from their textbooks. The instructor will provide enrichment material and lead students through a variety of technical writing exercises based on reading assignments and composition skills needed for business and industry.

Outcomes Assessment: Checklist rubrics are used to evaluate each written assignment for the presence of performance objectives according to pre-established criteria based on technical conventions, formats and technical writing style. Objective examinations are used to determine proficiency in mechanics, style and vocabulary. Freewriting journals, used to improve writing fluidity and critical thinking skills, should be evaluated according pre-established written criteria based on the completion and length of a required number of entries.

Course Requirements: All students are required to:

1. Complete and submit all assignments.

2. Complete a variety of testing the mastery of mechanics and technical writing style.

3. Write a variety of formal technical descriptions

4. Write a personal resume and cover letter.

5. Write a variety of business correspondence, including a memorandum.

6. Write a formal (documented) proposal with in-text citations and a work cited page using MLA conventions.

NOTE: This course should include a variety of technical writing assignments, based on real life situations with which the student is familiar.

Attendance Policy: Regular and prompt attendance is essential for academic success. Faculty members take attendance at each scheduled class session. Students are expected to attend and be on time for all classes. Individual faculty members may establish specific attendance policies. Attendance records will be turned in to the appropriate Division/Department Chair and/or Program Director at the end of the term and in the interim upon request. Any students with more than three unexcused absences will automatically fail the course.

Methods of Evaluation: Final course grades will be computed as follows:

Grading Components	% of final course grade
• Dictionary test	10%
• Writing a bibliography exam	10%
• Summary test	10%
• Memo writing exam	20%
• Resume and cover letter exam	20%
• Formal proposal writing (final exam)	20%
• Attendance and participation	10%
• **Total**	**100%**

NOTE: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester.

Grading System:

A	90% - 100%	Superior
B+	87% - 89%	Very Good
B	80% - 86%	Good
C+	77% - 79%	Above Average
C	70% - 76%	Satisfactory
D	60% - 69%	Passing
F	59% - 0	Failing

Academic Integrity: Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

- plagiarism – the failure to acknowledge another writer's words or ideas or to give proper credit to sources of information;

- cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;

- interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and

- fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

Student Code of Conduct: All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College's Code of Conduct and attendance requirements.

Course Content Outline: This is a tentative course schedule, the instructor reserve the right to make changes on it to make it better for the student`s development. Notice will be given should any changes take place.

Class Meeting: Tentative Schedule

(90 minutes)	Content/Topics	Chapter	Assignment Due

Week 1/Days:

1-2   Orientation & Course Introduction

       Review of Class Syllabus

3-4   Tools of technical writers: Dictionary and Thesaurus

       How to use both-A look at etymology, phonetics, definitions, spellings etc.

       Dictionary homework; Dictionary test **exam one**

5-6   What is Technical writing?

       Learn about ideas of technical communication (watch videos)

Class Meeting: Tentative Schedule

(90 minutes)	Content/Topics	Chapter	Assignment Due

Review the technical writing process (101)

Audience: writing and meeting the needs of audiences (15)

Persuading your audience (33)

7   Clear language; Review sentence skills and mechanics (664-685)

Writing a bibliography; **exam two**

Week 2/Days:

8   Read ethical issues; teamwork and global considerations (80)

9   Conduct research while thinking critically and use of Library effectively (120)

10   Review documentation, works cited etc. (630-648)

11   Evaluating and interpreting information (147)

12   Summarizing research information and findings (168)

Summary due **exam three**

Week 3/Days:

13   Personal interviews and role play

Writing emails and text messages (307-321)

14-15   Writing workplace memos and correspondence letters (323-337)

Discuss, practice and review; prepare for exam

Exam four: write a memo or send an email to a manager

Class Meeting: Tentative Schedule

(90 minutes)	Content/Topics	Chapter	Assignment Due

Week 4/Days:

16   Read writing resumes, cover letters and other job search materials (367-393)

       Technical definitions;

17   Technical descriptions, specifications, and marketing materials (394-412)

18   Writing informal reports (471-491)

       Discuss, review, and prepare for your exam

       Exam five (writing the resume and cover letter)

Week 5/Days

19   Read formal analytical reports (492-534)

20   Discuss writing proposals (536-557)

21   Discuss teamwork and project management (81-98)

22   Read conducting and running meetings

       Discuss, review and prepare for the exam

23-25 **Exam six** (write a formal proposal)
       Evaluations

                    Good Luck and Happy Holidays!!