

0502E210

Technical Writing

Instructor: Dana (Dean) Simpson

Time: May 10, 2021 - June 11, 2021

Office Hours: 2 hours (according to the teaching schedule)

Contact Hours: 60 (50 minutes each)

Credits: 4

Course Description

This course introduces the basic principles of technical writing. Students will learn and practice different technical writing formats such as reports, letters of application, resumes, memos, emails articles or technical essays and oral presentations. We will focus on students' grasp of scientific and technical ideas and effective verbal presentation of these ideas.

Required Textbook(s)

Practical Strategies For Technical Comm, Mike Markel, 2rd Edition, ISBN:
9781319147167

Course Goals

By the end of the course, students will be able to:

- Communicate in an effective way

- Distinguish technical writing from other forms of prose communication.
- Prepare letters concerning employment and resumes.
- Write other forms of technical correspondence (such as the progress report).
- Prepare a complete formal report.
- Apply the principles for ethical communication

Course Schedule

Please note that the schedule is meant to give an overview of the major concepts of this course. Changes may occur in this calendar as needed to aid in the student's development.

Week 1

- **Unit 1: Working in the Technical-Communication Environment**

- 1.Introduction to the course
- 2.Introduction to technical communication: challenges and skills
- 3.Communication and process
- 4.Ethics and obligations
- 5.Ethics and plagiarism
- 6.Ethics in social media and culture
- 7.Writing collaboratively: project sand meetings
- 8.Writing collaboratively: social media
- 9.Gender and culture in collaboration
- 10.Summary and wrap up

- **Quiz 1**

- **Unit 2: Planning and drafting**

1. Audience and purpose
2. Communicating across cultures

Week 2

- **Unit 2: Planning and drafting**

3. Applying techniques
4. Research and process
5. Research methods
6. Conducting secondary research
7. Conducting primary research
8. Questionnaires
9. MLA, APA and IEEE formats
10. Summary and comparisons

- **Quiz 2**

- **Unit 3: Writing longer works**

1. Presenting yourself effectively
2. Outlines
3. Writing clear and informative paragraphs
4. Paragraph structure and cohesion

Week 3

• **Unit 3: Writing longer works**

5. Writing grammatically correct sentences

6. Structuring effective sentences

7. Register, clarity and precision

8. The use of language

9. Reverse outlining and reading other texts

10. Summary and comparisons

• **Writing assignment 1**

• **Unit 4: Designing and writing**

1. Designing print documents

2. Designing online documents

3. Designing and audience

4. Creating graphics

5. Choosing graphics

6. Correspondence and process

Week 4

• **Unit 4: Designing and writing**

7. Writing letters

8. Writing memos, emails and microblogs

9. Writing and audience

10. Summary and comparisons

- **Writing assignment 2**

- **Unit 5: Writing for applications, proposals and reports**

1. Brand and résumé

2. Résumé and communication

3. Logistics and persuasion

4. The structure of the proposal

5. Writing reports

6. Types of reports

7. Understanding recommendation reports

8. Writing recommendation reports

Week 5

- **Unit 5: Writing for applications, proposals and reports**

9. Sample reports and checklist

10. Summary and comparisons

- **Writing assignment 3**

- **Unit 6: Definition, descriptions, instructions and presentations**

1. Writing definitions
2. Writing descriptions
3. Writing instructions
4. Presentations and process
5. Organizing and developing the presentation
6. Graphics in presentations
7. Presentations and language
8. Delivery and Q&A
9. A review of written and oral communication
10. Course summary

- **Final presentation**

Technical Writing dates to watch

May 10-12: watch all videos for Unit 1

May 13: Quiz 1

May 14-18: watch all videos for Unit 2

May 19: Quiz 2

May 20-24: watch all videos for Unit 3

May 25: Writing assignment 1

May 26-May 30: watch all videos for Unit 4

May 31: Writing assignment 2

June 1-3: watch all videos for Unit 5

June 4: Writing assignment 3

June 5-10: watch all videos for Unit 6

June 11: hand in final presentation

Assignments

Quizzes (2) In your own words, answer seven questions in complete sentences. You should write a minimum of three sentences per question.

Writing assignments: Write three organized essays (300-400 words) that analyzes specific points from the units. You should structure your essay and write it based on what it said in the text and videos (structure, style, grammar, etc.)

Final presentation: The final presentation for the class will be an oral presentation (7-8 minutes) that you will record and send to the instructor.

Grading Policy

Your final grade is based on the following components:

Type	Percentage
Quizzes (2)	30% of grade
Writing Assignment (3)	45% of grade
Final presentation	25% of grade
Total	100%

Grading Scale

The instructor will use the grading system as applied by JNU:

Definition	Letter Grade	Score
Excellent	A	90~100
Good	B	80~89
Satisfactory	C	70~79
Poor	D	60~69
Failed	E	Below 60

Academic Integrity

As members of the Jinan University academic community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, includes (but is not limited to) cheating on assignments or examinations; plagiarizing, i.e., misrepresenting as one's own work any work done by another; submitting the same paper, or a substantially similar paper, to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging other students' work within these general definitions. Instructors, however, determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face penalties that range from the lowering of their course grade to awarding a grade of E for the entire course.