

Advanced Technical Writing

English 400-600 (01)

Fall Quarter 2003

Class Time: 2:15 - 3:55 TTh

Classroom: 295M

Instructor: Dr. M.B. Pringle

Office Location: 485Millett

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Office Hours: 4:00 - 6:00 p.m. TTh, Other Times by Appointment

WEEK ONE:

- T Sept 9 Introduction to Course
- Th Sept 11 Document Design Flow Chart; Companies Organized and Products Determined (Chap 2, 5, 6, 10, 11)

WEEK TWO:

- T Sept 16 Drafting Technical Description (Chap 9-10); The Principles of Technical Communication (Chap. 2, 5, 6, 10, 11)
- Th Sept 18 More on Technical Description (Chap 9-10); The Principles of Technical Communication (Chap. 2, 5, 6, 10, 11)

WEEK THREE:

- T Sept 23 The Principles of Technical Communication (Chap 2, 5, 6, 11)
- Th Sept 25 The Principles of Technical Communication (Chap 2, 5, 6, 11);
Technical Description Due

WEEK FOUR:

- T Sept 30 Analyzing Your Audience (Chap 4, 7)
- Th Oct 2 Analyzing Your Audience (Chap 4, 7)

WEEK FIVE:

- T Oct 7 Analyzing Your Audience (Chap 4, 7)
- Th Oct 9 Instructions (Chap 12, 18)

WEEK SIX:

T Oct 14 Instructions (Chap 12, 18)

Th Oct 16 Instructions (Chap 12, 8)

WEEK SEVEN:

T Oct 21 Proposals (Chap 15); **Instructions Due**

Th Oct 23 Proposals (Chap 15)

WEEK EIGHT:

T Oct 28 Proposals (Chap 15)

Th Oct 30 Office Conferences–Final Project; **Proposals Due**

WEEK NINE:

T Nov 4 In-Class Workshop: Final Project

Th Nov 6 In-Class Workshop: Final Project; Letters of Transmittal (Chap 13)

WEEK TEN:

T Nov 11 No class; Veteran 's Day

Th Nov 13 **Portfolio Due (including final project)** (Hand in with stamped self-addressed envelope, if you want it returned). Summary; Evaluation

TEXTS:

Reporting Technical Information (Houp, Pearsall, et al) (Tenth Edition).

Xeroxed materials to be distributed in class

COURSE REQUIREMENTS:

Description	20%
Instructions	20%
Proposal	20%
Portfolio (including final project)	30%
Participation	10%

Description

You will design a description document for your product. It will be used, secondarily, as a marketing tool. It will be graded on how well and attractively it displays and describes your product for your intended audience. The description **MUST** be accompanied by a document design flow chart, and both documents must be well written. Grades will be based on content, clarity, and accuracy of the writing and design.

At the end of the term, you will place your description and document design flow chart (along with your responses to my comments) in your portfolio.

Instructions

You will prepare a set of instructions for your product. The instructions **MUST** be accompanied by a document design flow chart, and both documents must be well written. Grades will be based on the content, clarity, and accuracy of the writing and design.

At the end of the term, you will place the instructions and document design flow chart (along with your responses to my comments) in your portfolio.

Proposals:

You will prepare a proposal concerning changes you wish to make related to your product. The proposal **MUST** be accompanied by a document design flow chart, and both documents must be well written. Grades will be based on the content, clarity, and accuracy of the writing and design.

At the end of the term, you will place the proposal and document design flow chart (along with your responses to my comments) in your portfolio.

Portfolios:

Your portfolio will contain your technical description, instructions, and proposal, along with

the document design flow chart for each. Your portfolio will also contain your final project (two real-world documents that you will redesign based on our work in English 400-600). You will also write a letter of transmittal that you will place in the front of the portfolio. Grades will be based on the content, clarity, and accuracy of the writing and design.

Class Participation:

Your class-participation grade will be based on your attendance, your contributions to class discussions, the attention you seem to pay to class discussions, your positive attitude in class, your efforts to assist other students, and your out-of-class discussions with me. At the end of the quarter, if you think there are things I need to know about your participation, write me a memo in which you address those issues.

CLASS POLICIES

English 400-600

Attendance

ABSENCES: To do well in English 400-600 you must attend class regularly: **at least sixteen of the twenty scheduled class sessions**. Anyone missing more than four classes (two weeks) will fail the course. If you must be absent from class, you **MUST** make arrangements with someone to take notes for you.

LATE ARRIVAL: Please be on time for class. Being on time means being in class when your name is called for role. **Two tardies equal an absence.**

If you are late for class, please let me know, after class, that you were present for the class session; otherwise, I will consider you absent. If you must leave class before it is over, be sure to let me know **before** class begins.

PERFECT ATTENDANCE: If you have perfect attendance, if you are on time for every class session, and if your grade for the course **falls between two letter grades**, you will receive the higher grade.

Assignments

DUE DATES: All assignments must be handed in **during class** on the date they are due, so that I can return them at the next class session.