Our course is divided into modules, and this is the first of four or five modules this quarter.

Each module has, at a minimum, readings, chapter quizzes, a practice writing exercise, a draft/peer critique, and a final writing assignment. You'll note in the syllabus that the final writing assignment in each module carries the highest grade weight.

In the first two modules, we will focus on short informal reports typical to the workplace. The writing and formatting skills you learn in these first two modules can be used not only on the job, but also in school, and in personal correspondence.

In this module, Unit One, after an introduction to the concepts of technical writing, we will work on feasibility reports in which you can apply the technical writing concepts you have just learned.