Engr 231 Tech Writing

UNIT ONE: Part One

Introduction to Technical Writing

and

The Feasibility Report

You’ll find our detailed class schedule below for Unit One: Part One. Please note:

* All assignments are due by 11:59 p.m. on the date noted in the schedule. For example, your introduction is due by 11:59 p.m. on the night of Tues, April 5.
* Submit all assignments in the Unit One folder under Course Material unless otherwise notified. Scroll to the bottom of the page in Unit One and click on the folder that says “Assignment Submissions.”
* All assignments must be submitted in Word (.doc or .docx) or RTF format.

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| **Mon, April 4** | Go to Course Material and **read** the Welcome Memo. Then go into Unit One: Part One and **print** out this schedule! |
| **Tues, April 5** | **Class Meets—Course Introduction**  **Due:** Go to the Discussion Board and **introduce** yourself. Tell us your intended major, hobbies, and something interesting about you. *Purpose*: to get acquainted with your peers and establish a network. 25 pts. |
| **Weds, April 6** | **Due: Read** the syllabus and then complete the syllabus **quiz**, which you will find in Unit One: Part One. 100 pts. |
| **Thurs, April 7** | **Class Meets—Concepts of Technical Writing**  Before we tackle any major writing assignments, we’ll read four chapters in our text that will introduce you to the concepts of technical writing.  **Due: Read** Chapter 1 “Introduction to Technical Communication” in *Tech Comm*.  After reading this chapter, you will be able to:   * Define technical communication * Envision how people at work create technical communication * Describe the key characteristics of effective technical communication * List the three primary purposes of technical documents * Recognize technical documents * Understand the importance of proofreading a document   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>  When you get to the site, click on Student Resources, and then Chapter One. In the blue column on the left-hand side, click on Multiple Choice Quiz. Once you take the quiz and get your results, copy the results box—this will be your proof that you took the quiz. Go to Unit One and then the Assignment Submissions folder. For Quiz One, Multiple Choice, you can simply paste the results into the comments box and submit. 25 pts.  Next, complete these **Short Answer questions** for Chapter One:   1. What are three ways in which technical communication differs from academic communication? 2. What are four different types of technical communication documents? Briefly describe the most common use for each. 3. What are the three primary purposes of technical communication?   Type your short answers in a Word document and submit your file through Unit One Assignment Submissions. 25 pts. |
| **Fri, April 8** | **Read** chapter 4 “Designing and Delivering Usable Information” in *Tech Comm.*  After reading this chapter, you will be able to:   * Analyze a document’s audience * Determine a document’s purpose * Create a task analysis for a document * Develop an information plan for a document * Understand the stages in writing, testing, and revising a document   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak> (see detailed access and assignment submission instructions above in the chapter one section).  Next, complete these **Short Answer questions** for chapter 4:   1. If you were to create a set of instructions for how to make coffee drinks for a coffee shop close to EdCC, how might the setting affect the way in which you approach writing the document? 2. What are five aspects of a document that you might want to ask user testers about in order to determine how you should revise the document?   Type your short answers in a Word document and submit your file through Unit One Assignment Submissions. 25 pts. |
| **Sun, April 10** | **Read** chapter 5 “Structuring Information for Your Readers” in *Tech Comm*  After reading this chapter, you’ll be able to:   * Use a standard or varied introduction/body/conclusion structure * Create a brief or formal outline * Chunk information into discrete units * Determine the best sequence for your material * Shape each paragraph for effectiveness * Create clear headings * Provide overviews of longer documents   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak> and submit your results. 25 pts.  Next go to the **Discussion Board** and post your response to the following prompt: Briefly describe one concept you learned in this chapter and how you might use it in the future communications. 25 pts. |
| **Tues, April 12** | **Class Meets: Writing—Clarity and Conciseness & Review of Ex. A**  **Read** Chapter 6 “Writing with a Readable Style” in *Tech Comm*.  After reading this chapter, you’ll be able to:   * Recognize that style places your audience’s needs first * Appreciate the importance of style in any document * Use various strategies to write clearly, concisely, fluently, and personably   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak> and submit your results. 25 pts.  **Assignment**: There are 14 sets of exercises in this chapter in which you are asked to edit sentences. Pick one sentence from each exercise and follow the editing instructions. Submit your file through Assignment Submissions in Unit One. 50 pts. |
| **Weds, April 13** | Time to start writing and using your new skills. We’ll begin with Feasibility Reports.  **Read** the first three pages of Ch. 15: “Informal Reports” and then read the section on feasibility reports on pp. 301-303.  After reading these pages, you’ll be able to:   * Define and understand the role of informal reports * Identify the difference between informational and analytical reports * Plan and write an effective feasibility report   In Unit One on Blackboard, **read** the assignment sheet for Exercise A: Practice Feasibility Report. |
| **Thurs, April 14** | **Class Meets: Review of Feasibility Reports and Exercise A** |
| **Fri April 15** | Your **rough draft** of **Exercise A**: Practice Feasibility Report is **due** to the **Discussion Board** for peer critique.  **A note about peer critiques**: you need to be responsible group members. Communicate with your partner on the discussion board. Let him or her know if there will be any delay with either your rough draft or peer critique. Keep in mind that the purpose of peer critiques is to help you and your partner get a better grade, so help each other out. Be honest, but don’t be rude; use constructive criticism.  Keep in mind that each draft is worth 50 points and the critique is worth 50 points, and you don’t want to lose those points. **You must post your draft and your critique on time (no late submissions for the peer critique process) in order to earn those points.** |
| **Sun, April 17** | **Complete a peer critique for your partner on the Discussion Board.** Use the Exercise A peer critique form provided in the Unit One: Part One folder.Post your completed peer critique to your thread on the Discussion Board. |
| **Tues, April 19** | **Class Meets: Discussion of next assignment—Assignment One**  **Final draft** **of Exercise A** Practice Feasibility Report **due**. Submit to me via Assignment Submissions in Unit One. |