Module Four Outcomes

Unit Four starts with the reading of a chapter on technical descriptions followed by a chapter quiz and an in-class discussion. Module-level objectives engaged:

**Demonstrate technical control**

* + Demonstrate control in writing Standard English at the following levels: paragraph, sentence, and word.
  + Demonstrate control of grammatical and mechanical (punctuation) elements of Standard English, including the ability to identify errors and correct them.

**Demonstrate a variety of communication skills**

* Participate in class discussions.

**Demonstrate critical thinking**

* Read a variety of sources independently, recognize and evaluate bias, and analyze content and type.
* Unit Four continues with students writing two technical descriptions: a short practice description (completed in groups in class for a face-to-face course) and a three-page final description. Module-level objectives engaged:

**Demonstrate technical control**

Demonstrate, through written reports, an understanding of the interdependent relationship between text and graphics within technical documents

Demonstrate control in writing Standard English at the following levels: paragraph, sentence, and word.

Demonstrate control of grammatical and mechanical (punctuation) elements of Standard English, including the ability to identify errors and correct them.

Apply the above elements for variety, clarity, and emphasis in writing.

Demonstrate technical control by writing at a Flesch Kincaid level accessible to the target audience, whether technical or lay audience.

Demonstrate technical control by writing reports with a passive sentence percentage no higher than 10 to 12.

Use a consistent and concise writing style appropriate to business/technical communication.

Demonstrate control of word processing formatting and highlighting elements in technical documents/reports.

Produce a variety of memoranda, letters, and technical reports that meet contemporary business and industry document design standards.

Demonstrate computer and technology proficiency through the use of computers, the Internet, online postings, and online assignment submissions.

**Demonstrate critical thinking**

<!--[if !supportLists]-->· <!--[endif]-->Recognize target audience and employ appropriate persuasive/communication strategies and Flesch Kincaid index.

<!--[if !supportLists]-->· <!--[endif]-->Understand the purpose and design of written technical reports commonly used in business and industry.

<!--[if !supportLists]-->· <!--[endif]-->Show ability to pick subject matter that fits assignment and report type.

<!--[if !supportLists]-->· <!--[endif]-->Transfer concepts discussed in one context in class to another context in order to develop reports and projects.

**Demonstrate a variety of communication skills**

<!--[if !supportLists]-->· <!--[endif]-->Work collaboratively in peer critique groups, and other small groups, to complete the practice technical description.

<!--[if !supportLists]-->· <!--[endif]-->Create, support, and sustain a main point through clear, coherent, and focused documents.

<!--[if !supportLists]-->· <!--[endif]-->Incorporate an appropriate voice and tone for the target audience and report type.

Finally, students complete a peer critique for a classmate during the rough draft phase of the final technical description. Module-level objectives engaged:

**Demonstrate a variety of communication skills**

<!--[if !supportLists]-->· <!--[endif]-->Work collaboratively in peer critique groups, and other small groups, to complete assignments.

**Demonstrate critical thinking**

<!--[if !supportLists]-->· <!--[endif]-->Understand the purpose and design of written technical reports commonly used in business and industry.