Hi Everyone,

Welcome to Engr 231*, Introduction to Technical Writing*.

What is technical writing? Well, this is not just another composition course. Technical writing refers to many different kinds of workplace communication: reports, letters, memos, email, websites, blogs, etc. In technical communication you are writing to a specific audience in a particular workplace setting. You are writing to inform, instruct, or persuade (or all three).

Technical writing focuses on conciseness and clarity: no "wordiness" in technical writing. Your audience is busy and they want quick and easy access to information.

You'll learn a lot about the type of formatting to use in technical documents so that your reader doesn't get lost in a sea of words.

No matter what field of work you plan on entering, and no matter what your major, the concepts taught in this class will help you become better, more efficient communicators.

Let’s get started.

Your next step is to go to the Unit One folder and then the Unit One: Part One folder.

Very Important: the first item in every unit folder is the class schedule or schedule of assignments. You must follow this schedule in order to succeed in this course; the schedule is the ONLY document that lists all assignments.

If you have any questions, please email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_