Module Two Outcomes

Unit Two starts with chapter readings followed by chapter quizzes and homework assignments, which include work with audience-centered visuals and the design of user-friendly documents . 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.
* Incorporate graphics effectively and efficiently in technical documents.
* Demonstrate control of word processing formatting and highlighting elements in technical documents/reports.

**Demonstrate critical thinking**

* Read a variety of sources independently, recognize and evaluate bias, and analyze content and type.
* Demonstrate, through written assignments and reports, an understanding of the interdependent relationship between text and graphics within technical documents.
* Unit Two continues with students writing two informal reports: a short practice progress report and a three-page final progress report. 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.
* 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**

* Recognize target audience and employ appropriate persuasive/communication strategies and Flesch Kincaid index.
* Understand the purpose and design of written technical reports commonly used in business and industry.
* Show ability to pick subject matter that fits assignment and report type.
* Transfer concepts discussed in one context in class to another context in order to develop reports and projects.

**Demonstrate a variety of communication skills**

* Create, support, and sustain a main point through clear, coherent, and focused documents.
* Incorporate an appropriate voice and tone for the target audience and report type.
* Before beginning work on the second progress report in this unit, students read a chapter on the research process and the documentation of sources followed by a chapter quiz and homework assignments on MLA documentation. Students are asked to cite several sources in the second progress report and include a works cited page. Module-level objectives engaged:

**Demonstrate technical control**

* Demonstrate correct use of MLA formatting and documentation for sources cited.
* Show efficiency in information literacy skills through the use of texts, the online library references and databases, and Internet sources to research additional information needed for homework and projects.
* Finally, students complete a peer critique for a classmate during the rough draft phase of both of the progress report assignments. Module-level objectives engaged:

**Demonstrate a variety of communication skills**

* Work collaboratively in peer critique groups, and other small groups, to complete assignments.

**Demonstrate critical thinking**

* Understand the purpose and design of written technical reports commonly used in business and industry.