ENGL 107L Technical Writing 1 Lab

Credit Hours: 1

Scheduled hours per week
Lecture: na
Lab: 2
Other: na

Catalog Course Description: This lab provides structured learning support for Technical Writing 1, offering tailored instruction in the specifics of English 107: the writing process; grammar, punctuation, sentence structure; and various writing approaches used in a technical environment.

Pre-requisites: NA

Co-requisites: This course is a Co-requisite to ENGL 107 for students who do not have an ACT of 18 or above or the equivalent.

Course Student Learning Outcomes*:
*Please note that learning outcomes will be prescriptive according to individual student needs.

1. Select appropriate topic and language for a specific writing assignment and/or audience.
   a. understand the nature and definition of technical writing;
   b. know the formal expectations of various types of technical writing;
   c. knows the audience levels targeted by technical writing and the audience expectations of each level;

2. Provide adequate support for thesis and assertions using extended and shorter examples.
   Use of graphs and other visual information supports;

3. Write with unity and coherence.
   Importance of format choice in presenting information;

4. Use correct grammar, punctuation, spelling, diction, logic, and syntax.

5. Identify and choose traditional writing patterns appropriate for technical writing.
   a. Format and expectations for formal and non-formal Definitions of technical terms.
   b. Cause and Effect analysis, Comparison/Contrast, Process Analysis, Classification and Division,
   c. Use of formats particular to technical writing:
      i. technical description;
      ii. comparison/contrast;
      iii. memos and memo reports;
      iv. letters and letter reports;
      v. feasibility analysis;
      vi. solicited and unsolicited proposals;
      vii. job application letters and resumes;
      viii. progress reports, standard form reports, other periodic documents.
6. Evaluate own and others’ writing.
   a. analyze, synthesize, and draw conclusions from a variety of credible resources;
   b. use a variety of techniques, such as workshops, peer review, group assignments, reader response writing, rubric development;

7. Practice writing as a process that involves topic selection, brainstorming, prewriting, outlining, drafting, revising, working with multiple drafts, and editing.

8. Be familiar with various forms of research, documentation, and their uses.
   To be familiar with the types and uses of graphics in technical writing.

Topics to be studied:
- formats and expectations of formal and non-formal definitions of technical terms;
- formats for memos, letters, memo reports, and letter reports;
- formats for proposals, with emphasis on the differences between solicited and non-solicited proposals;
- formats for job application letters and resumes;
- creation, selection, and placement of graphics in technical documents;
- formats for progress reports, standard form reports, and other periodic documents;
- formats for process analyses;
- familiarization with audience levels targeted by technical writing, the audience expectations of each, and the particular challenges of writing for each;
- thorough knowledge of standard grammar, mechanics, spelling, and syntax and their importance in technical writing.

Relationship of Course to Program or Discipline Learning Outcomes:

<table>
<thead>
<tr>
<th>Student Outcomes for English Composition</th>
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<tbody>
<tr>
<td>1. Select appropriate topic and language for a specific writing assignment and/or audience.</td>
<td>x</td>
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<td>2. Provide adequate support for thesis and assertions.</td>
<td>x</td>
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<td>3. Write with unity and coherence.</td>
<td>x</td>
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<td>4. Write using correct grammar and punctuation.</td>
<td>x</td>
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<td>5. Identify and choose traditional writing patterns appropriate for academic writing.</td>
<td>x</td>
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<td>6. Evaluate own and others’ writing.</td>
<td>x</td>
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<td>7. Understand and internalize writing as a process.</td>
<td>x</td>
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<tr>
<td>8. Be familiar with various forms of research, documentation, and their uses.</td>
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Relationship of Course to General Education Learning Outcomes:

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<tr>
<td><strong>Composition and Rhetoric</strong> Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.</td>
<td>x</td>
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<tr>
<td><strong>Science &amp; Technology</strong> Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.</td>
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<td><strong>Mathematics &amp; Quantitative Skills</strong> Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.</td>
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<td><strong>Society, Diversity, &amp; Connections</strong> Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.</td>
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<td><strong>Human Inquiry &amp; the Past</strong> Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.</td>
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The Arts & Creativity
Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.

5/3/2016

Special Course Policies:
• Support academic work required in ENGL 107
• Indicate specific policies you have initiated for your class. (i.e. no cell phones, tardiness affecting grade, participation, etc.)

Additional information: (Anything else that may be useful.)

Prepared by: Dr. Sandra Kolankiewicz

Date: 10.21.2017