ENGL 108: Technical Writing II

Credit Hours: 3
Scheduled hours per week
  Lecture: 3
  Lab: #
  Other: #

Catalog Course Description: Continues development of technical writing skills through writing technical content associated with principles of inductive/deductive reasoning, applied writing assignments, research, analytical reports that may include pictorial/statistical data, reading and interpreting technical and non-technical material.

Pre-requisites: a grade of C or better in ENGL 107 or ENGL 101

Co-requisites: NA

Course Learning Outcomes:

1. Select appropriate topic and language for a specific writing assignment and/or audience.
   a. develop students’ familiarity with the nature and definition of technical writing through reading technical information from a variety of sources intended for different technical audiences;
   b. practice audience analysis based on familiarity with the expectations of intended audiences;
   c. recognize and use technical language and style;
   d. become familiar with the importance of professional information transmittal
   e. Emphasizes applied writing assignments, research, and analytical reports that may include pictorial and statistical data.

2. Provide adequate support for thesis and assertions.
   a. synthesize information from a variety of sources;
   b. integrate verbal, numerical, and graphics information;
   c. choose format appropriate to context.

3. Write with unity and coherence.
   a. integrate shorter technical report formats into longer projects such as proposals or annual reports;
   b. understand different uses and types of formats for effectively delivering technical information;
   c. stress the importance of clarity and organization.

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

5. Identify and choose traditional writing patterns appropriate for technical writing.
   a. Expand problem-solving abilities through writing technical content associated with the principles of inductive/deductive reasoning;
   b. Format type and expectations for formal and non-formal definitions of technical terms;
   c. Expanded cause and effect analysis, comparison/contrast, process analysis, classification and division;
   d. Use of expanded formats particular to technical writing:
      (1) technical description;
      (2) comparison/contrast;
      (3) memos and memo reports;
      (4) letters and letter reports;
      (5) feasibility analysis;
(6) solicited and unsolicited proposals;
(7) job application letters and resumes;
(8) progress reports, standard form reports, other periodic documents.

6. Evaluate own and others’ writing.
   a. Develop writing skills in response to other writers’ ideas through reading and interpreting technical and non-technical material;
   b. Peer review or editing.

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.
   a. research technical subjects in a variety of print and electronic sources;
   b. become familiar with the importance of professional documentation of technical information.

Topics to be studied:
• Course content for ENGL 108 will include more sophisticated formats and analysis than required in ENGL 107.

Relationship of Course to Program or Discipline Learning Outcomes:

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

Relationship of Course to General Education Learning Outcomes:

<table>
<thead>
<tr>
<th>Composition and Rhetoric 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.</th>
<th>x</th>
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</thead>
<tbody>
<tr>
<td>Science &amp; Technology 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>Mathematics &amp; Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.</td>
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<td>Society, Diversity, &amp; Connections 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>Human Inquiry &amp; the Past 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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<td>The Arts &amp; Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.</td>
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5/3/2016
Special requirements of the course:
(If a program assessment is required in this course, indicate it here.)

Additional information:
• ENGL 108 is a required course in technical degree programs with a writing requirement beyond the three credit core curriculum writing requirement. ENGL 108 would be a useful elective for students anticipating careers in technical and other professional fields where writing and documentation are characteristic.

Prepared by: Dr. Sandra Kolankiewicz

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