

**ENGL 107 Technical Writing 1****Credit Hours:** 3**Scheduled hours per week**

Lecture: 3

Lab: #

Other: #

**Catalog Course Description:** Develops technical writing skills by applying various approaches used to communicate in technical environments. Includes writing structural descriptions, operational descriptions, process explanations, analytical summaries, and other technical reports.

**Pre-requisites:** List**Co-requisites:** List**Course Student Learning Outcomes:**

1. **Select appropriate topic and language for a specific writing assignment and/or audience.**
  - Understand the purpose and importance of technical writing
  - Identify audience levels and expectations of each (high-tech, low-tech, lay, and mixed)
2. **Develop a strong thesis within the guidelines of an assignment.**
3. **Provide adequate support for thesis and assertions.**
4. **Write with unity and coherence.**
5. **Use correct grammar, punctuation, spelling, diction, and syntax.**
6. **Choose appropriate writing patterns.**
  - technical description
  - routine correspondence (letters, memos, e-mails, instant messages, text messages)
  - instructions
  - process analysis
  - user manuals
  - letters and letter reports
  - job application letters and resumes
  - short informal reports (incident, investigative, trip, progress, feasibility, lab or test)
  - long formal reports (informative, analytical, recommendation)
  - internal proposals, external proposals, and business plans
7. **Evaluate own and others' writing.**
  - Use a variety of techniques, such as workshops, peer review, and group assignments
8. **Practice writing as a process that involves brainstorming, prewriting, outlining, drafting, revising, working with multiple drafts, and editing.**
9. **Employ various techniques and forms of formatting, research, and documentation.**
  - Identify and incorporate appropriate graphics
  - Analyze, synthesize, and draw conclusions from a variety of credible resources

**CLO Assessment Methods:** Instructors will choose from assignments that will include a combination of writing, tests, presentations, and class participation.

**Topics to be studied:** Course content for ENGL 107L may include

- the purpose and importance of technical writing
- the importance and types of teams and team processes in technical communications
- the writing process (prewriting, writing, rewriting)
- standard grammar, mechanics, spelling, diction, and syntax
- audience levels and expectations of each level (high-tech, low-tech, lay, and mixed)
- ethical considerations
- document design
- routine correspondence (memos, letters, e-mail, instant messages, text messages)
- job application letters and resumes
- importance of argument and persuasion in technical communication
- social media in the workplace
- web sites and online help
- technical descriptions and process analyses
- instructions, user manuals, and standard operating procedures
- research, sources, documentation, and formatting
- creation, selection, and placement of graphics in technical documents
- short informal reports (incident, investigative, trip, progress, feasibility, lab/test)
- long formal reports (informative, analytical, recommendation)
- internal proposals, external proposals, and business plans
  - front matter (title page, cover letter, table of contents, list of illustrations, abstract or executive summary)
  - text (introduction, discussion, conclusion/recommendation)
  - back matter (glossary, references or works cited, appendix)
  - graphics (tables, charts, drawings, photographs)

### **Relationship of Course to Program Learning Outcomes (PLO) or Institutional Learning Outcomes**

**Writing and Rhetoric Category Outcome:** Demonstrate the ability to communicate clearly, cohesively, and effectively in writing for a particular audience, purpose, and mode.

Outcome 1: Select appropriate topic and language for a specific writing assignment and/or audience.

Outcome 2: Develop a strong thesis within the guidelines of an assignment.

Outcome 3: Provide adequate support for thesis and assertions.

Outcome 4: Write with unity and coherence.

Outcome 5: Write using correct grammar and punctuation.

Outcome 6: Understand and internalize writing as a process.

Outcome 7: Adeptly employ various techniques and forms of formatting, research, documentation, and their uses.

Check if approved as:  **Foundational Learning Course**     Reinforcement Learning Course

### **Special requirements of the course:**

(If a program assessment is required in this course, indicate it here.)

### **Additional information:**

(Anything else that may be useful.)

**Prepared by:** English Department

**Date:** January 7, 2022