

**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.**
  - 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:**

ENGL 107L is co-requisite to Foundations course ENGL 107 for students without an ACT equivalent of 18 or higher but is not a Foundations 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:** The English Department

**Date:** January 7, 2022