

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

Lecture: 3

Lab: 0

Other: 0

**Catalog Course Description:** This course develops technical writing skills and strategies related to workplace processes and products. Topics may include types of teams, audience levels, ethics, document design, graphics, routine correspondence, description, process analysis, instructions, standard operating procedures, and reports.

**Pre-requisites:** None**Co-requisites:** None**Course Learning Outcomes:**

At the end of the course, students will be able to...

1. Explain a topic, process, or issue with a clear articulation of relevant keywords, concepts, and perspectives.
2. Apply knowledge of audience, purpose, genre, and context through writing and analysis.
3. Integrate information into an assignment from at least one credible, relevant source.
4. Write in a clear, unified, organized style with standard grammar, spelling, and punctuation.
5. Use a writing process that involves topic selection, prewriting, outlining, drafting, revising, and editing.

**Topics to be Studied may include the following:**

- the purpose and importance of technical writing
- the importance and types of teams and team processes in technical communications
- 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)
- technical descriptions and process analyses
- instructions, user manuals, and standard operating procedures
- 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)
- importance of argument and persuasion in technical communication
- social media in the workplace
- web sites and online help
- research, sources, documentation, and formatting
- job application letters and résumés

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

This course is approved as a Foundational Learning Course for the Institutional Learning category Writing and Rhetoric. The outcomes for that category are as follows:

At the end of a Writing and Rhetoric Course, students should be able to...

- Select topic and language for a specific writing assignment and/or audience
- Develop a thesis within the guidelines of an assignment
- Provide support for thesis and assertions
- Write an organized paper that exhibits unity and coherence
- Use standard grammar, punctuation, and spelling
- Use a writing process that involves topic selection, prewriting, outlining, drafting, revising, and editing
- Employ formatting and documentation guidelines

**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 Faculty

**Date:** October 2023