

Fall 8-15-2003

## ENG 3005-002: Technical Communication

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*Eastern Illinois University*

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**English 3005-002—Technical Communication  
Fall 2003**

Dr. Campbell  
CH 3572, 581-6974  
Office hours TTH TTH 10:45-12:30,  
1:45-3:30, 4:45-5:15

TTH 12:30-1:45  
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**Texts and Materials**

- Markel, *Technical Communication*
- Hacker, *Rules for Writers*
- 3.5" high density computer disks (IBM compatible)
- e-mail account from EIU

**Course Objectives**

This course is designed to help you develop professional communication skills. The following are our three main course objectives:

1. To familiarize you with some of the kinds of writing that you will do professionally and to give you practice developing these kinds of documents.
2. To help you produce professional documents that are clear, concise, and effective.
3. To help you learn to analyze audiences and to recognize and use conventional styles of written and oral presentation for specialists and non-specialists.

To succeed in this course, you must be willing to work independently on individual and group projects. Some important skills you will develop throughout the semester are as follows:

1. Working independently and in groups to meet a deadline.
2. Critiquing and editing your own writing and that of others.
3. Using research methods and materials effectively.

**Policies**

--The English Department statement on plagiarism stipulates that any teacher who discovers an act of plagiarism—"The appropriation or imitation of the language, ideas, and/or thoughts of another author and representation of them as one's original work" (*Random House Dictionary of the English Language*)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assigned essay and a grade of NC for the course, and to report the incident to the Judicial Affairs Office.

--Hand assignments in on time. If you're having problems, let me know. Papers more than a week late without a university-approved excuse will not be accepted. If you miss an exam, and you have a university-approved excuse, you may make up that exam.

You will have no more than one week to do so, and the make-up exam will be different from the one given during class.

--**All assignments must be prepared to look professional.** Word-processing is required. Documents should be printed on laser printers or very high quality ink jet printers. Messy printing, errors in proofreading, incorrect formats, and poor page design will substantially reduce grades. The last three stipulations hold true for non-paper formats, too, including web pages, emails, transparencies, and PowerPoint slides.

--If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

--Be prepared for class. You'll get a lot more out of class discussions if you are participating in them, and I'll notice if you do not seem prepared to participate.

### **Requirements**

General Assignments	20%
Exams 1 & 2	20% (10% each of final grade)
Report/Proposal	20%
Instructions	20%
Individual Oral Reports	20% (10% each of final grade)

Note: No final exam

**Plan of Work:** This course will be run as a workshop. Some days we will be in the computer classroom; other days we will be in the regular classroom. Typically, we alternate weeks between the two rooms. We will adjust our class activities accordingly; therefore, this plan of work is tentative regarding the dates of activities scheduled. Dates of assignments, presentations, and syllabus content may be subject to change as the semester progresses.

### **Tentative Schedule**

**T. Aug. 26**—Look over your syllabus. Read **Markel Part One: Chs. 1, 2, 3, and 4** carefully to get an overview of technical communication.

**Th. Aug. 28**—Discussion: differences between academic and technical writing. Be prepared to discuss the assigned reading. Read **Markel Chs. 17, 18, and 19** on writing proposals and reports. Think about potential topics that could be developed into proposals or reports. *Bring to class next time a list of three possible topics for proposals or reports.*

**T. Sept. 2**—Introduction to major assignments. Be prepared to discuss the assigned reading. Examine student examples. Brainstorm further on your topics. For each possible topic, describe **1)** the idea and kind of document it would best fit, **2)** your familiarity with the topic, **3)** the professional scenario, including your position as the writer, your business or organization, and the potential audience(s) for this document. Read **Markel Part Two: Chs. 5, 6, 7, and 8** on document planning.

**Th. Sept. 4**—In class, each student will present his or her three developed topic ideas for general discussion. Writing exercise: see Markel, p. 113, and do exercise 1—rewriting a passage for a different audience, *due next class*.

**T. Sept. 9**— Go over 3005 Checklist handout. Writing exercise: see Markel, p. 114-15. Do exercise 8—audience analysis of internet sites, *due next class*.

**Th. Sept. 11**—Discuss basic writing issues based on the recent writing exercises.

**T. Sept. 16**— Write a formal project proposal memo for your first major assignment, the proposal or report. See Markel, pp. 491-494. *Due next class*.

**Th. Sept. 18**— Turn in proposals for the project. Begin the research process.

Work on projects. Read **Markel Part Three: Chs. 9, 10, 11, and 12**.

**T. Sept. 23**— Discuss reading. Work on projects. Read **Markel Part Four: Chs. 13 and 14** on visual elements.

**Th. Sept. 25**— Discuss visual elements. Based on your work so far, begin your progress report and annotated bibliography, *due next class*. Read **Markel Ch. 22** on oral communication. **Sign up for conferences**.

**T. Sept. 30**— Discuss oral presentations. Turn in Progress report with annotated bibliography.

**Th. Oct. 2**— Conferences: bring drafts and samples of ideas for visual elements and document design.

**T. Oct. 7**— Conferences

**Th. Oct. 9**—Conferences

**T. Oct. 14**—Review for Exam I. (It will cover **Markel Parts One, Two, Three, and Four**, as well as the basic information about kinds of proposals and reports from **Chs. 17, 18, and 19**. **Sign up for Oral Presentations**.

**Th. Oct. 16**—Exam I. Read **Markel, Ch. 21**. See p. 633, Case: Creating a Web Site.

**T. Oct. 21**—Oral Presentations

**Th. Oct. 23**—Oral Presentations

**T. Oct. 28**—Finish Oral Presentations

**Th. Oct. 30**—Web site assignment (due, as much as you've completed since you may add to it over the course of the semester, next class). Read **Markel Chs. 15 and 16** on correspondence and job application materials. **Bring to next class copies of your own resumes if you have them. Also, find an advertisement for a job in your field or for which you are qualified in general, and bring it to class.**

**T. Nov. 4**— Finished reports and proposals are due, as is the web site assignment. Examine samples of resumes and letters. Target a letter and resume for the job advertisement that you found. Also, assume that you received an interview. Write the follow-up thank-you letter for the interview. When this project is finished, you will turn in the job description along with your resume and the two letters. **Bring the job description and the drafts of your documents to the next class.**

**Th. Nov. 6**— Groups: peer critique of letters and resumes. Select one case to present to the class. Have one group member describe the job opportunity, one or two present the resume and letters, and one ask the job applicant potential interview questions invented by the group. Final, polished letters and resumes are due next class. *Turn in your case letters and resume (to my box or to me during office hours) before class next time so that I can have transparencies made for your presentations.* Also-- **Bring a brainstormed list of 3 instructions or procedures topics that you would like to work with for the next major assignment.**

**T. Nov. 11**— Group presentations. Discuss major project #2, instructions/procedures. For general discussion, each student will present his or her 3 possible topics for instructions or procedures. Do exercise 1, **Markel p. 606, due next class.**

**Th. Nov. 13**— In class, go over the memos and samples of instructions. Finish general discussion of students' topics for the Instructions/Procedures assignment. See **Markel Ch. 20, p. 606.** Choose either exercise 4 or exercise 5. The product of one of these exercises will be your second major assignment. **Bring to next class a project proposal (in memo format) outlining the topic, intended audience, your position as the writer, and any other pertinent considerations for writing your instructions or procedures.**

**T. Nov. 18**— Groups—critique proposals and discuss approaches to visual aids for the project. **Sign up for oral presentations.**

**Th. Nov. 20**— **Project proposals for the instructions or procedures are due.**

**T. Nov. 25**— Thanksgiving

**Th. Nov. 27**— Thanksgiving

**T. Dec. 2**— Oral presentations.

**Note:** make appointments for conferences as needed during office hours for discussing your instructions or procedures.

**Th. Dec. 4**— Oral presentations

**T. Dec. 9**—Oral presentations. Review for Exam II.

**Th. Dec. 11**—Exam II. (It will cover **Markel Chs. 15, 16, 20, 21, and 22.** It may also revisit basic information from Exam I.) **Instructions/procedures are due.**