

English 204

Technical Writing

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Spring 2003
T 4:00-5:00
Section 9A
Mandeville 216

Objectives: Technical writing is really a study of interpersonal communication: the better you write, the more persuasively you can transmit your ideas and see them implemented by others. Specifically, you will find that technical writing involves communicating complex information and concepts to a variety of audiences, including some who may not share your level of technical knowledge or experience. Throughout the course, you will hopefully learn how to arrange material to raise and satisfy readers' expectations, format and design pages effectively, and organize your communications through transitional statements, headings, and tables and graphs.

This course depends to a great extent on the energy and thought you bring to it. This means that a real commitment must be made to the work and to your peers in the classroom. The university estimates that students should spend a minimum of two hours outside of class for every hour in class. Workshops and discussions are a constant element in this course and I expect everyone to participate and assist their classmates in the continuing discourse.

Attendance: As in all college courses, your active presence in the classroom is necessary for obvious reasons. Class participation is a must, not only during the peer group workshops and brainstorming sessions, but every day. Unexcused absences will result in the lowering of your final grade, ad infinitum.

Course Schedule

Date	Writing and Reading Due
Week 1	Introduction to course. Project 1: Formal Letter.
Week 2	Draft of Project 1 due.
Week 3	Project 1 due. Intro to Project 2: Instructions/Manual.
Week 4	Draft of Project 2 due.
Week 5	Project 2 due. Intro to Project 3: Lab Report.
Week 6	Draft of Project 3 due.
Week 7	Project 3 due. Intro to Project 4: Presentation.
Week 8	Draft of Project 4 due.
Week 9	Project 4 due. Intro to Project 5: Proposal.
Week 10	Draft of Project 5 due.
Week 11	Project 5 due. Intro to Project 6: Technical Research Report.
Week 12	Topic Proposal for Project 6 due.
Week 13	Draft of Project 6 due.
Week 14	Revision workshop.
Week 15	Project 6 and revision due. Last day of class.