

Technical Writing

Level 2 (ENG 1031_

Description

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

Required Course Learning Outcomes

1. Create documents that respond to audience, purpose, context, formatting, and technical genres for a variety of workplace situations.
2. Plan, write, revise, and review print and electronic documents that stress analytical, evaluative, and persuasive/argumentative writing within various workplace situations.
3. Apply principles of effective technical communication including organization, visual design, and a reader-centered focus.
4. Critically read, evaluate, apply, and synthesize evidence and/or sources in support of a defined purpose, using an appropriate documentation system.
5. Apply technical writing conventions including structure, paragraphing, tone, mechanics, grammar, syntax, and style.

Required Topical Outline:

- I. Definition of technical communication and key terms
 - A. Reader-centered communication
 - B. External and internal communication
- II. Establishment of best practices for effective technical communication
- III. Analysis of various audiences and purposes for communication and customizing writing to them
 - A. Writing for the expert, manager, technician, and general reader
 - B. Writing for readers from other cultures
- IV. Use of stylistic conventions of effective technical writing

- A. Using lists and subheads
 - B. Using active and passive voice appropriately
 - C. Avoiding wordiness
 - D. Avoiding offensive language
 - E. Being clear and specific
- V. Review of grammar, punctuation, and mechanics
- VI. Application of the writing process
- VII. Page layout, graphics, and charts
- VIII. Composition of common business documents such as letters, memo, email, and job application documents
- IX. Composition of and testing of common technical documents such as technical definitions, descriptions, and instructions/manuals
- X. Composition of common technical reports such as informational, recommendation, and feasibility
- XI. Research and documentation of sources
- A. Performing library research
 - B. Performing field research
 - C. Citing sources correctly using a standard documentation format (MLA, APA, IEEE, CMS, or CSE)