Course Information

Department:	Language, Literature, and Arts
Course Title:	ENGL 2311 – Technical Writing Practice Run: A Game of the Future
Course Number:	ENGL 2311-600 and ENGL 2311-601
Credit Hours:	3
Format:	Online, asynchronous

Course Description

Intensive study and practice of technical and professional genres such as proposals, reports, instructions, policies and procedures, e-mail messages, letter, and descriptions of products and services. Students will also practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Major Course Requirements

Reading Notes

For each reading assignment, students will take notes, highlight, and write down their comments, questions, and thoughts for use in discussion. Reading Notes will be due on Thursdays at 11:59 pm.

Weekly Discussions

Each week, students will discuss different topics relevant to the readings and the projects that they are working on. Students are required to post one original post and two replies each week.

Project One: Specialization Report

Students research the types of specializations which interest them the most in their professional field and draft a report which provides an introduction to that particular specialization, including an explanation of why that specialization is of interest to them.

Project Two: Application Materials

Students create the application materials that are most relevant to a position that is part of the specialization they researched in Project One, the Specialization Report. Students create a cv/resume, a cover letter, and a thank-you letter as part of this project.

Project Three: Document Analysis

Students research the different types of technical documents that someone in their chosen field and profession would interact with and/or create on a regular basis. Students choose an example of one such document and write a report which summarizes and analyzes the document in terms of its technical composition, content, and their overall response to it.

Project Four: Proposal

Students work alone or in small groups of no more than four members to assemble a proposal for a project in their professional field of interest.

Writer's Portfolio

Students will use Digication to compose a digital writing portfolio to show their audience who they are as a writer.

Discussion Topics and Readings

	Readings
Week One: Introduction to the Game	Syllabus and Course Website

	Effective Email Communication and Introduction to Technical Communication
Week Two: Intro APA and Quest 1	Formatting the Title Page and Basics of APA (Screenshot quiz results)
Week Three: Drafting Quest 1	Thinking About Writing (navigate through the chapter through the contents menu on the left—it's Chapter 14) Getting Feedback and Revising Drafts
Week Four: Quest 1 Revision and Reflection	Stylistics and HATS: A Design Procedure for Routine Business Documents Basic Design and Readability in Publications (navigate through the chapter through contents menu on the left; it's Chapter 11)
Week Five: Intro Quest 2	Application Materials Letters and Tone in Business Writing
Week Six: Quest 2 Drafting	Higher Order Concerns and Lower Order Concerns and Editing and Proofreading Clichés and Style
Week Seven: Quest 2 Revision and Reflection	Conciseness and Passive Voice Avoiding Plagiarism (screenshot quiz results) and Evaluating Print Sources
Week Eight: Intro Quest 3	Reports and Rhetorical Awareness and User-Centered Design Summary: Using It Wisely and Quotations

Week Nine: Drafting Quest 3	Tailoring Your Language to Your Audience, Flow and Figures and Charts
Week Ten: Quest 3 Revision and Reflection	Gender Inclusive Language, Gendered Pronouns & Singular They, and Qualifiers Communicating Across Cultures (navigate the chapter through the Contents menu on the left; this is Chapter 13)
Week Eleven: Intro Quest 4	Proposals (navigate the chapter through the Contents menu on the left; this is Chapter 3) and Group Writing
Week Twelve: Drafting Quest 4: Proposal	Procrastination and Writing Anxiety
Week Thirteen: Revising Quest 4: Proposal	Creating and Integrating Graphics (navigate through the chapter through the links in the bottom right corner)
Weeks Fourteen - Sixteen: E-portfolio and Finals	