

Course Information

Department:	Language, Literature, and Arts
Course Title:	ENGL 2311 – Technical Writing Practice Run: A Game of the Future
Course Numbers:	ENGL 2311-002, CRN 24628 ENGL 2311-003, CRN 24629
Credit Hours:	3
Format:	In-Person

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 Responses will be due at the start of each class session.

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 and Presentation

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. They also create a formal presentation for the proposal in the form of a PowerPoint or other kind of slideshow.

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: 1/16 – 1/19 Introduction to the Game	Syllabus and Course Website Effective Email Communication
Week Two: 1/22 – 1/26 Intro APA and Quest 1	Introduction to Technical Communication Skim the Purdue OWL APA Guide and Basics of APA (Screenshot quiz results)
Week Three: 1/29 – 2/2 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

<p>Week Four: 2/5 – 2/9</p> <p>Quest 1 Revision and Reflection</p>	<p>Stylistics and HATS: A Design Procedure for Routine Business Documents</p> <p>Basic Design and Readability in Publications (navigate through the chapter through contents menu on the left; it's Chapter 11)</p>
<p>Week Five: 2/12 – 2/16</p> <p>Intro Quest 2</p>	<p>Application Materials</p> <p>Letters and Tone in Business Writing</p>
<p>Week Six: 2/19 – 2/23</p> <p>Quest 2 Drafting</p>	<p>Higher Order Concerns and Lower Order Concerns and Editing and Proofreading</p> <p>Clichés and Style</p>
<p>Week Seven: 2/26 – 3/1</p> <p>Quest 2 Revision and Reflection</p>	<p>Conciseness and Passive Voice</p> <p>Avoiding Plagiarism (screenshot quiz results) and Evaluating Print Sources</p>
<p>Week Eight: 3/4 – 3/8</p> <p>Intro Quest 3</p>	<p>Reports and Rhetorical Awareness and User-Centered Design</p> <p>Summary: Using It Wisely and Quotations</p>
<p>Spring Break 3/11 – 3/15</p>	
<p>Week Nine: 3/18 – 3/22</p> <p>Drafting Quest 3</p>	<p>Revision in Business Writing (Read all three sections)</p> <p>Flow and Figures and Charts</p>
<p>Week Ten: 3/25 – 3/29</p>	<p>Gender Inclusive Language, Gendered Pronouns & Singular They, and Qualifiers</p>

<p>Quest 3 Revision and Reflection</p>	<p>Communicating Across Cultures (navigate the chapter through the Contents menu on the left; this is Chapter 13)</p>
<p>Week Eleven: 4/1 – 4/5</p> <p>Intro and planning Quest 4; No class meetings this week</p>	<p>Proposals (navigate the chapter through the Contents menu on the left; this is Chapter 3)</p> <p>Creating and Using Outlines (navigate the chapter through the Contents menu on the left; this is Chapter 7)</p>
<p>Week Twelve: 4/8 – 4/12</p> <p>Drafting Quest 4: Proposal</p>	<p>Group Writing and Creating and Integrating Graphics (navigate the chapter through the Contents menu on the left; this is Chapter 8)</p> <p>Procrastination and Writing Anxiety</p>
<p>Week Thirteen: 4/15 – 4/19</p> <p>Revising Quest 4: Proposal and Drafting Quest 4: Presentation</p>	<p>Death by PowerPoint (and how to fight it)</p> <p>Speeches</p>
<p>Week Fourteen: 4/22 – 4/26</p> <p>Quest 4: Presentation Drafting</p>	
<p>Week Fifteen: 4/29 – 5/3</p> <p>Tuesday Study Day, Finals</p>	
<p>Week Sixteen: 5/6 and 5/7</p> <p>Finals</p>	