

Spring 2019

ENG 521-002: Technical, Written, and Oral Communication

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ENG521: Technical, Written, and Oral Communication

Spring 2019

Thursdays 10 a.m.-12:50 p.m. in Cullimore 315

Instructor: Dr. Victoria Livingstone

Office: Cullimore 423

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Office phone: 973-596-5725

Office hours: Mondays and Wednesdays 11:30-12:30 or by appointment.

Course Description

This course will help you develop and refine your oral and written communication skills. You will read and write in a variety of genres, with an emphasis on technical writing and professional situations. The course will also help you develop an awareness of cultural norms in various situations. For some assignments, students may work on projects from courses in their own fields. The approach is practical and the course may often take the form of a workshop. Grammar will be reviewed as necessary.

This is your course and I am here to help you! If there is something not listed on the syllabus that you would like to cover in class, please let me know.

Learning Objectives

By the end of this course, you will be able to:

1. Write in English for a variety of audiences in different genres.
2. Refine use of different grammatical structures.
3. Improve pronunciation and give an effective presentation in English on topics specific to your field.

Required Materials (available on Moodle)

Huckin and Olsen, *Technical Writing and Professional Communication for Nonnative Speakers of English*, 2nd edition, McGraw Hill, 1990.

Other resources:

Forvo <https://forvo.com/> Allows you to type in words to hear pronunciations

Academic Integrity

Academic dishonesty and plagiarism are serious offenses and will not be tolerated. Violations of academic integrity (cheating / academic dishonesty) are handled in accord with school policy. The University Code on **Academic Integrity** is available at: <http://www.njit.edu/academics/integrity.php>

Evaluation Guidelines

It is within the instructor's purview to apply qualitative judgment in determining grades for an assignment or for a course.

Evaluation Criteria

A = 90-100	B+ = 87-89	B = 80-86	C+ = 77-79	C = 70-76	D = 60-69	F = 0 – 59
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Overall Grade Distribution

Review of an extracurricular event	5%
Resume (or academic CV) and cover letter	10%
Short writing assignments and quizzes	20%
Presentations (3)	30%
Proposal (written portion)	10%
Participation/Preparation (including homework)	15%
Final reflection paper	10%

Description of Assignments

Review of an extracurricular event: At some point during the semester, you are required to attend one extracurricular event. Options include: visiting a museum, going to a concert, and attending a non-required lecture. If you are not sure whether something counts as extracurricular, come speak with me. After attending the event, you must write a thoughtful review. Your review must include some analysis (not only summary). 2-3 pages double spaced. You have the whole semester to complete this assignment, but I strongly recommend not leaving it until the end of the last week because your work will accumulate.

Resume (or CV) and cover letter: Since this course has a practical focus, we will work on writing and revising resumes and cover letters.

Short writing assignments and quizzes: We will cover various grammatical topics as needed and I will give periodic quizzes (announced in advance). I will also give you short writing assignments, which you may revise to improve your grade. Not all of these are listed on the syllabus, but I will advise you in writing (either on Moodle or via email, or both). **Please note: you may not revise an assignment if you hand it in late! You may not make up quizzes if you miss class.**

Presentations (3): This course has a heavy focus on spoken English and communication for professional purposes. For that reason, you will prepare and give three presentations during the semester. For the first presentation, you will explain

a topic in your field. For the second, you will pitch your research (I will give you more details before the presentation). Your third and final presentation will be part of your proposal (see below).

Proposal (written portion): One of the major assignments in this course is a proposal for improving NJIT. You will use your technological knowledge to imagine or invent an improvement in the workplace or in the classroom. You might improve a certain work situation by using certain kinds of software, or you might suggest some change in procedure. You will be graded both on your written proposal and on your oral presentation (see above).

Participation/Preparation (including homework): You must be present and participate actively! **If you miss two classes or more, your participation grade will be dropped by a full letter grade for each class you miss.**

Final reflection paper: At the end of the course, you will write a paper reflecting on topics covered during the semester and assessing your own progress as a writer and speaker.

Class calendar

I reserve the right to modify class topics and assignments. Any changes for major assignments will be announced in advance.

Jan. 24: Introduction to course; writing for different genres; varying register; strategies for effective oral presentations; prepare and give brief oral presentations

Homework: personal narrative (short essay to hand in); read chapter 21 and chapter 31 and do exercises B-D on pages 534-5 (we'll go over the exercises in class)

Jan. 31: Strategies for reading; annotating and summarizing articles; paraphrasing; writing abstracts; transitional phrases; pronunciation practice; explanation of presentation #1

Homework: read chapter 22 and chapter 34; summarize an article (from *The New York Times* or another periodical) and be prepared to present it; write an abstract (for a technical article); read ch. 34 and do ex. 34-2 (p. 576)

Feb. 1 is the last day to add/drop a class

Feb. 7: **Grammar quiz;** Presentation of article summaries; definite and indefinite articles; CVs vs. resumes

Homework: Write a CV; read chapter 23 and chapter 29, "Indefinite Articles"

Feb. 14: **Presentation #1 (explain a concept in your field)** workshopping CVs; Varying registers; writing/speaking to different audiences; passive vs. active voice

Homework: **Revise CV; Writing for different audiences assignment; Read chapter 24 and chapter 30, "Definite Articles": Write ex.30-2, p.517; 30-4 A, B, p.521; 30-5 A, C, pp.526-527.**

Feb. 21: **Presentation #1 (explain a concept in your field);** writing cover letters; job searches (in class); explanation of presentation #2

Homework: **Write a cover letter; Read chapter 25; anonymous course evaluation (I will send you this in Google forms)**

Feb. 28: **Grammar quiz;** Workshopping cover letters; debating controversial topics;

Homework: **analyze an issue (based on debates); Read chapter 26**

Mar. 7: **Presentation #2 (pitch your research);** Writing proposals (grant proposals and other types); explanation of proposal assignment and presentation #3; brainstorming ideas for proposals

Homework: **Write a brief proposal requesting funding for a project; finish revising CV and cover letter**

Mar. 14: **CV and cover letter due (in hard copy);** workshop short writing assignments

Presentation #2 (pitch your research)

Homework: **Work on your proposal**

Friendly reminder: Don't forget to attend an extracurricular event and write about it!

March 17th-24th: Enjoy spring break!

Mar. 28: Surprise lesson!

Homework: **Manual**

Apr. 4: Mock interviews; writing thank you notes; varying register

Homework: **Interview someone in your field and write a brief report; also write an email thanking that person for his or her time**

April 8: Last day to withdraw from a course

Apr. 11: Discussion of interviews; grammar review; comprehension/transcriptions; **Presentation #3 (proposals)**

Homework: **Practicing comprehension—describe one minute of a video**

Apr. 18: Strategies for revising and improving writing; **Presentation #3 (proposals); written proposal due on the day of your presentation**

Homework: Read Chap. 37

Apr. 25: Writing workshops; **Presentation #3 (proposals)**
Last day to hand in review (of museum, concert, non-required lecture, or other extracurricular event)

May 2: Course wrap-up; **final reflection paper due**