

Fall 2019

ENG 352-457: Technical Writing

Nina L. Pardi

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Course Syllabus

TECHNICAL WRITING – Fall 2019

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Textbook: *The Essentials of Technical Communication* by Elizabeth Tebeaux & Sam Dragga
Oxford University Press: edition 1, 2, 3, or 4.

Course Description:

Course instruction focuses on learning effective organization of material, improving proof reading skills and using appropriate tone and format of business communication.

Course Goals:

1. To develop a proficient technical writing style.
2. To achieve clarity, accuracy, comprehensiveness, conciseness, accessibility, and correctness.
3. To accurately assess audience, purpose and strategy.
4. To understand and use the writing process and the rhetorical modes of definition, comparison, description, and process analysis.
5. To examine and use appropriate style when preparing: correspondence, formal reports, memos, proposals, progress reports, and technical articles.
6. To learn professional features of MS Word

Course Requirements:

1. Participate weekly on Moodle (get assignments and post responses)..
2. Complete all assigned work including rewrites.
3. Keep a folder, a disk, and a backup disk of all completed work.

Academic Integrity

“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Any **plagiarism** (presenting another's writing as your own) will be referred to the Dean for further action. Be very careful to do all your own work. The university has a clear policy on plagiarism: “A student who fails a course due to academic integrity violations will be assigned a grade of “XF” in that course and placed on probation for a period to be determined by the sanctioning authority.”

Course Evaluation/Grading:

You will receive a letter grade for this class based on your completed assignments and your e-folio.

Methods of Instruction:

The course is conducted on-line entirely. I am available for conferences, just e-mail me.

Please note: Assignments must be sent in on time so they can be corrected and rewritten. The major method to improvement in writing is **write**, get **feedback**, **rewrite**, and get more **feedback**. Turning in any assignments for the first time at the end of the semester fails to demonstrate the progress expected and will result in a lowered grade or failure in the course. You should keep **all** your assignments, drafts and other course work throughout the semester. You will need to create an e-folio of your work.

CLASS STRUCTURE AND TENTATIVE SCHEDULE - 352

Assignments will be due by 11:55 each Sunday. After that Moodle will not accept them, and you will have to e-mail them to me. There will be one main writing assignment each week and several exercises from each chapter for the week. One longer assignment, a proposal, will take several weeks to complete.

The following is a tentative schedule that can be adjusted according to student requests and preferences.

- Sept. 3 Introduction to the course and writing sample.,
- Sept. 8 The writing process, parallelism, resumes – Chapter 1. Job application letter.
- Sept. 15 Tone, audience and purpose, passive voice, writing abstracts/summaries – Chapter 2
- Sept. 22 Writing ethically – Chapter 3. Readability – Chapter 4.
- Sept. 29 Designing documents & illustrations – Chapters 5 & 6.
- Oct.6 Writing letters, e-mails, & memos – Chapter 7.
- Oct. 13 Mid-term writing. Technical Reports – Chapter 8
- Oct. 20 Proposals – Chapter 9
- Oct. 27 Proposals continued.
- Nov. 3 Instruction, manuals, steps in a process – Chapter 10.
- Nov. 10 Progress Reports – Chapter 9.
- Nov. 17 Oral presentations on *PowerPoint* – Chapter 11.
- Nov. 24 Final Proposal
- Dec. 1 Job Application Materials – Chapter 12, E-folio due. Turnitin.com