

Fall 2020

## **ENG 352-101: Technical Writing**

Andres Crespo

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## English 352 – 101 – Technical Writing Syllabus (Fall 2020) – eLearning

**ENG 352 - Technical Writing (Prerequisite: HSS 101):** An advanced writing course. Combines current theory with actual practice to prepare students as technical writers. Analyze complex communication situations and design appropriate responses through tasks that involve problem solving, rhetorical theory, document design, oral presentations, writing teams, audience awareness, ethical considerations, and gender equity issues.

**Instructor:** Andres Crespo

**Email:** acrespo@njit.edu

**Office Hours:** by appointment

### COURSE GOALS:

- ◆ To learn to communicate clearly in writing and in oral presentations.
- ◆ To integrate, ethically and persuasively, **all stages of the writing process**—planning, researching, drafting, designing, revising, and editing—to respond to technical contexts and audiences
- ◆ To learn types of technical writing: instructions, procedures, proposals, etc.
- ◆ To learn professional features of MS Word, screen capture tools and basic digital media.

--There is NO midterm exam--

--There is NO final exam--

### TEXTBOOK:

*The Essentials of Technical Communication 3<sup>rd</sup> Edition*, by Elizabeth Tebeaux and Sam Dragga, Oxford University Press; 2014  
ISBN-10: 0199379998, ISBN-13: 978-0199379996

### CLASS RULES:

- ◆ Any plagiarism (presenting another's writing as your own) will be referred to the Dean for further action.
- ◆ **Class participation is required and is graded:** 0-1 absences = 10 (highest score); 2 absences = 9; 3 absences = 8; 4 absences = 7; 5 absences = 6; 6 absences = 5; 7 or more = 0.
- ◆ Adhere to the rules of “Netiquette”

### Assignments & Grading

All grading will be done numerically. For instance, if an assignment is worth 10%, it will receive a grade from 1 to 10. These grades will then be added at the end of the semester for the final grade (yellow/grey signifies class participation necessary for grade).

### Final Grades:

A = 94 – 100    B+ = 87 – 93    B = 81 – 86    C+ = 76 – 80    C = 70 – 75    D = 65 – 69    F = 0 – 64

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Assignments

	Assignment Name and Description	%
#1	<b>Types of Technical Communication Exercise</b> – From textbook p. 13, do question #2. The result should be a) a one-paragraph overall description of the website, b) a bulleted list of the types of technical communication you find there, and c) one paragraph on the types you think you can presently do and those you would have trouble with.	5%
#2	<b>Ethics Mini-Oral Presentation</b> – Use an example you have seen or heard of to illustrate an ethical situation and outcome. Create and practice an oral presentation of 2-5 minutes about it. The presentation will be delivered in front of the class.	5%
#3	<b>Resume (Peer Review)</b> – Write a resume with Education and Experience (work or volunteer) as the first two entries. Bring a digital copy to the class for peer review.	5%
#4	<b>Visual Communication Exercise</b> – Find two examples of visual communication (online, in a brochure, in a textbook or article, etc.), one good and one bad. Put them in a Word document with the source (where you found each graphic) and a paragraph on why they are good or bad.	5%
#5	<b>First Draft Interview Essay</b> – Interview a classmate about the jobs they have held or hold (volunteer or paid). Start with a list of questions and write down the answers during the interview. Using the answers, write a double-spaced, one-page essay, similar to a newspaper article, about your classmate's work history. Be sure to include an introduction and a conclusion. Submit this online for peer review.	10%
#6	<b>Peer Review Interview Essay</b> – Using Word's <b>Tools/Track Changes</b> feature turned on, make improvements to your peers' essays and save with your UCID in the filename. It will be returned to your peers.	5%
#7	<b>Major Project Mini-Oral Presentation</b> – As a first step toward the Major Project, think about what you would like to write and be prepared to present in front of the class and discuss your ideas. If you have several ideas, you can discuss all of them. 1-3 minutes.	5%
#8	<b>Email Major Project Proposal</b> – Once you have narrowed down your ideas to one, write me a formal email with the proposal for your project. It should be at least one paragraph and state what type your paper will be (report, proposal, or manual), where you intend to look for resources, and what the final product will look like.	5%
#9	<b>Final Draft Interview Essay</b> – After you have received the reviews from your peers and myself, revise the essay. If you don't revise, I'll take points off.	5%

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#10	<b>Annotated Bibliography for Major Project</b> – Find at least three sources for your Major Project. The Annotated Bibliography must include your name, the type of project (or a working title), your proposal, and a list of the three sources. The sources should include a bibliographic entry, the location or link, and an analysis of the quality of each source.	5%
#11	<b>First Draft Major Project</b> – You can choose to write a report, a proposal or a procedure. This 1 <sup>st</sup> Draft should be at least 4 double-spaced pages, excluding illustrations. The more finished it is, the more valuable the peer feedback.	10%
#12	<b>Peer Review Major Project</b> – Using Word’s <b>Tools/Track Changes</b> feature turned on, make comments and improvements to your peers’ projects and save with your UCID in the filename. It will be returned to your peers.	5%
#13	<b>Oral Presentation</b> – Choose any topic – your favorite hobby, your area of expertise, etc. Each presentation should be 7 minutes maximum <i>and will be timed</i> . <b>DO NOT READ FROM SLIDES!</b> Your presentation will be assessed by the entire class and graded by me.	10%
#14	<b>Final Draft Major Project</b> – Revise your Major Project paper, put it into the Word template and upload to Canvas and Mahara.	10%
#15	<b>Class Participation</b> – 0-1 absences = 10 (highest score); 2 absences = 9; 3 absences = 8; 4 absences = 7; 5 absences = 6; 6 absences = 5; 7 or more =0.	10%

## **MAJOR ASSIGNMENT TYPES & PURPOSES**

### **Resume**

We will discuss resumes and the job market generally. You must be present, with your resume, on the day of peer review.

### **Interview Essay**

Two extremely important abilities in technical communication are the ability to elicit information and to listen. In this assignment you will interview a classmate to get as much information as possible and then write it up in a clear, well-structured essay with an introduction, body and conclusion. We will use a rubric to peer review the essays and I will review them closely for grammar, structure and style.

### **Visual Communication**

We will study modes of visual communication and have one assignment showing and describing one good and one bad illustration.

### **Major Project**

This is a project of your own choice. You can do a report, as shown in the textbook, a proposal, or a manual. The first step will be to brainstorm in class. The second step is to send me a formal email describing your project. The third step is to gather your sources and write an annotated bibliography. Next you will write a first draft for peer review that will be reviewed by your classmates and myself. The last step is the final draft, in which you should revise as per the suggestions.

### **Oral Presentations**

We will have three oral presentations during the semester – two short ones and a formal ten-minute presentation on the topic of your choice. The longer presentation will be timed.

### **Class Participation**

An extremely important lesson is that, to gain benefit from any group situation, you must be present. Communication is an ongoing process; if you are not there, you are not part of the process.

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Typing in bold blue with yellow background means an important peer-review assignment – if you are going to be absent you must email me the work for peer review ahead of time to get credit.

**Wednesdays, 6:00 - 8:50 PM**

Date	Homework (online due Monday 11:59pm)	Class Activity	Date	Homework (due following class)	Class Activity
			9/2	Buy textbook Read Chapter 1 (intro)	Intros
9/9	Types of technical communication (5%)  Read Chapter 2 (audience awareness)	Answer question p. 13 #2  Instructions Part I	9/16	Read Chapter 3; mini-Oral Presentation (5%)  Read Chapter 12, write Resume (5%)	Instructions Part II  Answer question p. 55 #1  Ethics mini-Oral Presentations
9/23	Read Chapter 12, write Resume (5%)  Read Chapter 4 (readability)	Ethics mini-Oral Presentations	9/30	Read Chapter 6 (illustrations)  Final Draft Resume (5%)	Go over resumes; in-class interviews  Upload your PowerPoint or Word document by 11:55pm. No late assignments accepted.
		<b>Resume Peer Review</b>		Visual Communication Exercise (5%)	
10/7	Prepare mini-OP on possible topics (5%)	Introduce Major Project Phases; types of technical communication lecture	10/14	Read Chapter 8, 9, or 10 (depending on Major Project topic)	Finish Mini-OP on topics  Discuss email, Annotated Bibliography and do Mini-OP on possible topics
	1 <sup>st</sup> Draft Interview Essay (10%)	Mini-OP on topics		Peer Review Interview Essay (5%)	
10/21	Read Chapter 11 (oral reports); prepare oral presentations (5%)	Lecture on Oral Presentations	10/28	Read Chapter 5 (doc design)	Answer question p. 109 #3

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	Read Chap. 7. Email Major Project Proposal (5%)			Final Draft Interview Essay (5%)	
11/4	Annotated Bibliography (5%)		11/1 1	1 <sup>st</sup> Draft Major Project (10%)	Oral Presentations
	Professor's Conference				
11/18	Peer Review Major Project (5%)		11/2 5	* "Friday classes meet" this Wednesday	
12/2	1 <sup>st</sup> Draft Major Project (10%)	Oral Presentations	12/9	Peer Review Major Project (5%)	
12/16			12/2 3	Final Draft Major Project (10%)	

**NETIQUETTE:**

- Do not dominate any discussion.
- Never make fun of someone's ability to read or write.
- Use correct spelling, grammar, and plain English
- Keep an "open-mind" and be willing to express even your minority opinion.
- Think before you push the "Send" button.
- Do not hesitate to ask for feedback

**ACCESSIBILITY NEEDS:**

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

**THE WRITING CENTER:**

The Writing Center (G17 Central King) is available for 45-minute individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. To make an appointment, please visit <https://njit.mywconline.com>