New Jersey Institute of Technology

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Spring 2021

ENG 352-452: Technical Writing

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Recommended Citation

Eng 352-452 Technical Writing   New Jersey Institute of Technology   Spring 2021
Instructor: Dr. Jerry Paris   Office: Cullimore 411/416
paris@njit.edu   Phone: 973 596 3282

Course Section Description. An advanced writing course. Practice in writing professional memos, letters, emails, project proposals, and other forms of technical writing, using clear, concise, and correct English, with appropriate tone and style.

Prerequisites. HUM 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher. This course satisfies the three credit GER in History and Humanities.

Office hours. Tuesdays and Thursdays: 12:45pm to 1:30. During this time period, email paris@njit.edu for a phone or video conference.

Phone or video conference is also **available by appointment**. Just email the instructor paris@njit.edu to arrange for an audio or video conference for later the same day or sometime in the next several days. **I strongly encourage you to contact me if you have questions about an assignment or need help with it. This communication is especially important since this is an asynchronous course section.**

Course Objectives. By the end of the course, the student should have significantly strengthened his/her abilities in the following areas:

- Writing various kinds of professional written communication (memos, proposals, etc) that are clear, concise, and correct, with appropriate style and tone.

- Identifying the purpose and audience of a communication to be written so that it can be written successfully

- Evaluating and revising your writing drafts so that your final draft is your "personal best"

- Giving your document an appearance that enhances its effectiveness

Textbook
The Essentials of Technical Communication, by Elizabeth Tebeaux and Sam Dragga, Oxford University Press. Please order the **3rd edition**, which you can get **in an inexpensive ($2 to $12 + $4 shipping) used copy on line.** ISBN 978-0-19-937999-6.

Please order the textbook as soon as possible, so that you have it by Monday, February 8.

Office Hours. Tuesdays and Thursdays: 12:45 pm to 1:45. During this time period, email paris@njit.edu for a phone or video conference.

Phone or video meetings are also **available by appointment**. Just email the instructor paris@njit.edu to request an audio or video conference the next day or any following day. Give serveral times when you are free to meet. **I encourage you to email me if you have questions about an assignment or need help with it. This communication is especially important since this is an asynchronous course section.**
Important Notes

- This syllabus is subject to change. I will notify you in advance of any change.

- You are responsible for checking your email and the Canvas page for updates.

- Do your assignments in Microsoft Word and **email them to me:** paris@njit.edu. If you do not have MS Word installed on your computer, contact the service desk so they can help you install it. As an NJIT student, you are entitled to a free copy. Email me if there is a problem.

- I will do my best to respond to emails within 24 hours.

- Do your assignments in Microsoft Word and **email them to me:** paris@njit.edu. If you do not have MS Word installed on your computer, contact the service desk so they can help you install it. As an NJIT student, you are entitled to a free copy. Email me if there is a problem.

- Plagiarism (presenting another's writing as your own) is dishonest and unfair to other students. Any plagiarism will be referred to the Dean for further action. See the section below about academic integrity.

- Some of your specific assignments in this course, with your name attached, will be made available in file form to some or all of the other students in our course section. This is so that your writing will have an audience of more than one person (only the course instructor) and also for peer feedback. Having your writing read by more than one person frequently happens with on-the-job writing.

- If an assignment is to be distributed to other class members, this will noted on the instructions for that assignment.

- Each student will record one or two short oral presentations.

- There will be one or two group meetings with the instructor on Webex during the semester (about six students, along with the instructor, in each meeting).

- Plagiarism (presenting another's writing as your own) is dishonest and unfair to other students. Any plagiarism will be referred to the Dean for further action. See the section below about academic integrity.

Course Portfolio. Keep all drafts of all your assignments in this course to put into a portfolio to send to the instructor at the end of the course. It is a requirement to submit your course portfolio to the course instructor at the end of the course.

Final Course Grade.   Most assignments are 6 to 10 % of the final grade. Longer and/or more difficult assignments count for more.

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

Policy on Late Assignments
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**.

The general policy is the following: For each day (not class period) the assignment is late, the grade will drop by half a letter grade. However, I realize that these are difficult times for everyone.

If you have some extenuating circumstances (a good excuse), please email me in advance so as to avoid disappointment and misunderstanding in case your assignment is not received by the due date. There is no penalty for your first late paper.

Academic Integrity
NJIT is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

NJIT's Academic Integrity Code embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework are to be completed individually unless otherwise specified.

The full text of the NJIT's Academic Integrity Code is available for your review at
http://www.njit.edu/doss/code-student-conduct-article-11-university-policy-academic-integrity/

Special 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 at NJIT
http://www5.njit.edu/writingcenter

The Writing Center is available for **FREE individual and group appointments** with professional and peer writing consultants. This resource is intended to help you to 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. **This semester Writing Center meetings are via Webex or some other conferencing program.**

Generating Ideas   Developing Arguments   Working Through DraftsRevising Effectively
Any Level, Any Project, Any Class   ESL Students Welcome
Oral Presentations & Conversation Practice   Personal Statements & Project Proposals

ENG 352-452   **TENTATIVE ASSIGNMENT SCHEDULE**   SPRING 2021

Detailed instructions for the Week 1 Assignments is included in this syllabus. Detailed instructions for subsequent assignments will be posted on Canvas on a weekly basis. There may be some reordering of the dates for specific assignments. These changes will be posted on Canvas.

   WEEK

   1- Memo - Your Writing Background

   2- Job Application; Achieving a Readable Style

   3- Paragraph – Policy on Academic Integrity—Ethics Chapter

   4- Paragraph – Technical Writing;

   5- Four Memos on child care

   6- Revisions

   7- Conferences - Run-on's; Comma Splices; Compound Sentences; Complex Sentences

   8- Proposal – Response to COVID-19

   9- Feedback on Proposals

   10- Memo on Texts, Emails, and Letters

   11- Memo on Professional Ethics

   12- Job Interviews

   13- Memo on Instructions, Procedures, and Policies

   14- Memo on Chapter

   15- Memo on your writing

Write a memo (also called a "**memorandom**") to the course instructor (Dr. Paris) **in which you discuss your writing and detail how you would like this course to help you.** You must use the memo format on the next page. Scroll down.

The **purposes** of the memo are:

1) to communicate to Dr. Paris your academic and career interests,

2) to communicate to Dr. Paris your writing history and current writing expertise so that this course can help you to continue strengthening skills needed in your on-the-job writing.

3) to provide Dr. Paris with a sample (this memo!) of your writing at its best.

For this memo, use the memo format in one of the accompanying files sent to you. This means, among other things, that you should use **subheadings** for the different parts of the memo.

In your memo, do the following:

- Identify your major, tell me a little about it, and describe your current career interests.

- Briefly describe any jobs or job-like experience you have had (when? where? what?) and what writing, if any, was/is involved in it.

- Describe the kinds of writing you have done and need to do for your courses in your major and the kinds of writing you think you might need to do in your career. Do you or will you need to write proposals? Memos? Something else?

- Describe the best piece of writing you have ever done and describe its strengths and anything about it that could have been improved. Give specific details.

- Describe how you think this course can help you, what you would like to get from this course. Don't just write: "It will improve my writing". Give specific details.

Due Date. Email this memo to paris@njit.edu (not to Canvas) no later than Tuesday night, January 26 (just before Wednesday).

Length. 450-550 words. Check your "Total Word Count". Make this a one-page memo. You may need to adjust the font size to do this.

Audience. This assignment will be read only by the course instructor and will not be distributed to other students in the course. However, one or several sentences from your memo (without your name) may be included in a document distributed to all students in this section.

Grading Criteria.

1) Have you followed all the assignment instructions? (Essential in technical and other professional writing).

2) Is the writing in your memo **clear**, **concise** and **correct**? (Essential in technical and other professional writing.)

"**Clear**" means that you write in such a way that the reader can understand with the minimal effort possible what it is that you want to communicate in the document (in this case, a memo) you are writing.

"**Concise**" means that you do not use one word more than is necessary to state what you want to say. **It means saying whatever you need to say in the fewest possible words.**

"**Correct**" means no errors in grammar, spelling and punctuation. **This is expected in on-the-job writing.**

Memo

To:　　　[Instructor's Name}

From:　　[Your name]

Date:　　[Write it out: January 26, 2021]

Re:　　　[　"**Re**" (from the Latin language) means "*about*" or "*Regarding*" or "*Referring to*". After **Re:** you write the topic of your memo (what you are writing about in the memo). Don't write something like "Assignment 1" or "Chapter Three". Write what **the subject** of your memo is, for example, "My Writing History"

Start the first word after **Re** with a capital letter, and also all the other words with a capital letter **except for short prepositions** ("in", "out", "for", "on", etc – three letters or less), **articles** ("a/an", "the"), **coordinate conjunctions** ("and", "or").

Here's an example:　　**Re:** What My Job Experience Taught Me

Types of Documents   [This is an example of a subheading.]
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Standard Template for Documents   [This is an example of a subheading.]
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Design of the Description [This is an example of a subheading.]
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

My Personal Preference [This is an example of a subheading.]
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

What They Could Improve [This is an example of a subheading.]
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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