

Tentative Syllabus

English 3130 Technical Writing

Spring 2009

Dr. Bill Klein
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Week	Topic Or Activity
WK 1b	<p>Course Introduction; Portfolios; Class Introduction; Discussion Boards</p> <p>Group Assignment: Group Project</p> <p>Discussion Board (DB) Assignment: Please respond to the "Student Introductions" and "Group Project" prompts in the Discussion Board area.</p> <p>Reading: <i>Technical Communications (TC)</i> Ch. 1, 2; "The Rhetorical Situation and the Communication Process" in Course Documents</p>
WK 2a	<p>Rhetorical Approaches: Collaboration and the Social Aspect of Technical Communication: Successful Group Work; Form Groups for Group Project</p> <p>In Class: Form groups and begin to brainstorm your group project. You'll need first to determine the topic and the genre of your group project. Then, you'll need to talk to the rest of your group about your time and work constraints this semester, and then develop a schedule for regular meetings of your group. <i>Be sure to exchange phone numbers and email addresses so you can stay in close contact with each other.</i></p> <p>Reading: "Collaboration" in Course Documents</p>
WK 2b	<p>Theory: The Rhetorical Situation</p> <p>In Class: In groups, begin to define the rhetorical situation of your group project by writing down the audience and purpose of the document. You will refine this later as you continue to develop your project, but this will serve as a beginning.</p>

Assignment: Expertise Assignment

Reading: Dobrin, "What's Technical About Technical Writing? " in Course Documents

WK 3a In-class Discussion: What are Dobrin's points and objectives?

Reading: *TC* Ch. 3, and "Comparison Method of Development" in *Handbook of Technical Writing*, pp. 93-94.

DB Assignment: The Rhetorical Situation of the Discussion Board

WK 3b Research Strategies: Audience Analysis and Defining Objectives

Due: Expertise Assignment

Assignment: Objectives Analysis Memos

Reading: *TC* Ch. 4, 6, 20; *Handbook of Technical Writing*, "Memos" pp. 344-349; "Multiple Audiences" and "Single Audiences" in Course Documents.

WK 4a Research Strategies: Library Sources *Tentative Date*

Class will meet in TJ Library, room 315

Prepare for this class session by developing a list of three or more topics you'll need to research for your group project. You'll be able to ask a research librarian for tips on how to do it.

Due: DB assignment on Rhetorical Analysis. Begin responding immediately.

Discussion Board Assignment: "Library Session".

Reading: "Methods of Research" in Course Documents.

WK 4b Rhetorical Approaches: Arrangement: Global and Local Levels; Access Strategies, Textual Overviews and Headings

Discussion Board Assignment: "Rhetorical Analysis"

Reading: *TC* Chs. 9, 10, 11; "Access Strategies" and "Arrangement: Global and Local Levels" in Course Documents.

- WK 5a** **Genres:** Instruction Manuals, Specifications, and Procedures
Assignment: Project Recommendation Memo
Due: Objectives Analysis Assignment
Reading: *TC*, Ch. 23; "Instructions" in Course Documents/Genres
- WK 5b** **Research Strategies:** Research Methods in Technical Communication
Rhetorical Approach: Style: Diction--Clarity and Conciseness
Extra Credit Assignment: Style Exercise #1 (see Style folder in Mygateway)
Due: DB assignment on Library Session. Begin responding immediately.
Due: Recommendation Rough Draft
Reading: *TC*, Chs. 7, 8; "Clarity" in Course Documents/Style
- WK 6a** Discussion of Style 1
Genres: Reports and Studies
Due: Style 1
Reading: *TC*, Ch. 21; "The Report Genre" in Course Documents/Genres
- WK 6b** **Rhetorical Approach:** Style: Grammar--Agreement, Parallelism, and other Sentence Errors
Due: Recommendation Memo
Extra Credit Assignment: Style Exercise #2
Reading: "Structures" in Course Documents/Style
- WK 7a** Discussion of Style 2
Genres: Web Sites
Web Authoring Technologies: Dreamweaver
Due: Style 2
Reading: *TC* Ch. 18, and "Web Pages" in Course Documents.

WK 7b **Rhetorical Approach:** Style: Special Topics in Grammar and Mechanics

Extra Credit Assignment: Style Exercise #3

Reading: "Voice" and "Tone" in Course Documents/Style

WK 8a Discussion of Style 3

Genres: Proposals

Due: Style 3

Assignment: Group Project Proposal. Follow the problem-solution pattern. Include specific details. Include a Gantt Chart.

Reading: *TC*, Ch. 22, and "Proposals" in Course Documents/Genres.

WK 8b **WS:** Proposal

Production Management Technologies: Microsoft Project

WK 9a **Design:** Visual Rhetoric/Textual Rhetoric: Figure/Ground;
Grouping/Association

Genres: Progress Reports

Assignment: Individual Progress Report

Reading: *TC*, Ch. 12, and "Visual Rhetoric" in Course Documents

WK 9b **Design:** Readability and Document Design; Textual Personality, and the
Anatomy of Type

DB Assignment: "Proposal as Persuasion".

Reading: *TC* Ch. 13, and "Principles of Format and Page Design" in Course Documents

March
21-28 Spring Break

Assignment: Be safe.

WK 10a **Genres:** Descriptions

Visual Presentation/Design: Text and Graphics Integration

Assignment: Object Description

Due: Proposal

Due: DB Assignment on Proposal. Begin responding immediately.

Due: Progress Report

WK 10b **WS:** Object Descriptions

WK 11a **WS:** Object Descriptions

Assignment: Group Oral Presentation [required: visuals, handouts, information management, personnel management, teamwork. Presentation time limit: 10 min.

WK 11b **Genres:** Technical Presentations and Presentation Technologies: Microsoft PowerPoint

WS: Oral Presentations

Due: Object Description Assignment

Reading: *TC* Ch. 17, and "Technical Presentations" in Course Documents.

WK 12a **WS:** Oral Presentations

WK 12b Oral Presentations

Due: 2nd Individual Progress Report

WK 13a Oral Presentations

Assignment: 2nd Individual Progress Report (turn in this report after you've given your Oral Presentation)

DB Assignment: Oral Presentation Feedback

WK 13b Oral Presentations (if needed)

Due: 2nd Individual Progress Report

WK 14a **Genres:** Portfolios (see Portfolio Assignment attached to Course Description)

Due: 2nd Individual Progress Report

**WK
14b**

WS: Portfolios

DB Assignment: "What Have You Learned?"

WK 15a

WS: Portfolios

**WK
15b**

LAST DAY OF CLASS: Evaluations and Course Wrap-up

****ATTENDANCE IS MANDATORY****

Due: Portfolio and Group Project

If you wish me to return these documents to you, please submit them in a self-addressed, stamped envelope so I may mail them after the semester's end.

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