# Tentative Syllabus

**English 3130 Technical Writing**  
**Spring 2009**

Dr. Bill Klein  
Office: 421 Lucas  
Office Hours: MW after class, and by appointment  
Office Phone: 314-516-5737  
bill_klein@umsl.edu

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic Or Activity</th>
</tr>
</thead>
</table>
| **WK 1b** | **Course Introduction:** Portfolios; Class Introduction; Discussion Boards  
**Group Assignment:** Group Project  
**Discussion Board (DB) Assignment:** Please respond to the "Student Introductions" and "Group Project" prompts in the Discussion Board area.  
**Reading:** *Technical Communications (TC)* Ch. 1, 2; "The Rhetorical Situation and the Communication Process" in Course Documents |
| **WK 2a** | **Rhetorical Approaches:** Collaboration and the Social Aspect of Technical Communication: Successful Group Work; Form Groups for Group Project  
**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. *Be sure to exchange phone numbers and email addresses so you can stay in close contact with each other.*  
**Reading:** "Collaboration" in Course Documents |
| **WK 2b** | **Theory:** The Rhetorical Situation  
**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 |
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.

Dr. William Klein, Teaching Professor
English
University of Missouri - St. Louis
EM: bill_klein@umsl.edu