ENGLISH/COMMUNICATION

COURSE: ENG2010 Technical Writing

FACULTY: Laura Gabiger

COURSE DESCRIPTION: ENG2010 focuses on a practical approach to technical exposition, such as proposals, project reports, feasibility studies, abstracts, and technical correspondence delivered in both hard copy and electronic formats.

COURSE OBJECTIVES:
1. Assess the steps necessary to create technical documents.
2. Demonstrate writing skills in executing short writing assignments such as definition, comparison and description.
3. Reinforce previously taught library skills by critiquing and/or abstracting a technical article.
4. Plan, research, organize and write a major technical document.
5. Integrate workplace concerns such as ethics, international communication and corporate culture in a technical document.
6. Demonstrate writing skills in short writing exercises such as memos, letters, instructions, procedures and abstracts.
7. Demonstrate writing skills in longer reports such as proposals and project reports.
8. Design a questionnaire to gather primary information.
9. Orally explain technical findings to an audience using visuals.
10. Incorporate the principles and practices of source documentation according to MLA and/or APA style.

CBEE Project Examples: Computer education module for elementary students, Go-To Games manual for elementary students, Volunteer tutorial, Feasibility study, Recommendation report for website, Business strategy recommendation, Volunteer training manuals, Venue rental agreement guide & template, Clinical intake form revision

Project Objectives: Students work in teams complete a workplace writing project to assist a nonprofit client with a defined need, project uses the Consulting Model

Result: Student teams complete technical writing projects for 3-4 clients each time the course is offered.