ENGLISH 2311—Technical Writing Fall 2021

Instructor: Rob Knight
Contact Info: 806-716-4889
Use Course Message on our class Blackboard page for other communication
Email: rknight@southplainscollege.edu (Use only in an emergency situation.)
Consult Hours: M, T, W,& Th:10-11 AM and 4-5 PM
& F:1-2 PM @ Reese 316H

Course Description

Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures, and oral presentations. They will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style, and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers

Prerequisites

Prerequisite: Successful completion of English 1301 and English 1302. This course includes preparation of written reports in scientific and technical fields. Any student who does not have the prerequisites should contact the professor immediately.

Instructional Objectives

By the end of the course, students should be able to do the following:

- To know the requirements of good style and organization in technical communication
- To understand the standards of visual elements in technical communication
- To write various types of technical reports
- To understand the basic types of graphic aids and to incorporate such graphic aids in written and oral reports
- To realize the importance of personal responsibility in preparing documents and meeting deadlines
- To understand and deal with the ethical issues of technical communication

Textbook and Supplies

A textbook is not required for this course. The instructor will provide students with information as necessary.

A word processing program and a presentation software program (Papers will only be accepted in .doc or .docx format, except for the presentation assignment, which will be submitted as a .ppt , .pptx or prezi file)

Grading Policy

Final grades will be assigned based on total points for the semester. (Somewhere around 1300.) The final exam is optional and can be used to raise your grade. If you are happy with your grade you will not need to take the final. **Please be advised that I do not accept late work for any reason.**

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the module pages in Blackboard.

Module Assignments

You will be required to submit module assignments for this course, the details of which are found in the various module folders.

Module assignment grades will vary based upon the assignment. They may be 25, 50 or 100 points. The point value is reflective of the amount of work to be due and does not indicate the importance or lack of importance of an assignment.

Due dates for module assignments will normally be 11:59 PM and assignments must be submitted online via Blackboard.

Discussions

Collaboration and communication are essential to success in both the academic and professional setting. To practice these skills and further our knowledge of the subjects we cover in this course, each student will be required to participate in weekly discussions.

There **may** be one or two parts to each module discussion assignment. The first is an **initial post**, and the second part may include **responses** to your peers.   A 10 point deduction will be applied to initial posts not posted by the first deadline, and no response posts will be counted for credit after the second deadline.