

English 2311 Course Syllabus Addendum

TEXTBOOK

John M. Lannon and Laura J. Gurak. *Technical Communication*. 15th ed. 2020. ISBN: 13: 978-0-13-516478-5; ISBN 10: 0-13-516478-8

Required purchase, \$20: Strengthsfinder 2.0 assessment tool (for self analysis reflection assignment)

EVALUATION

AUDIENCE ASSIGNMENT: Find a short, highly technical article from your field to rewrite for a layperson. See the rubric in D2L for detailed expectations.

APARTMENT MEMO: Address the case study with a professional-looking memo. 1-2 pages. See the rubric in D2L for detailed expectations.

TEAM CHARTER: As a team, fill out the team charter form.

TECHNICAL INSTRUCTION SET: Your group will create a team charter and assign group members clearly defined roles and tasks within your group. Create technical instructions so a user could recreate your process.

RESUME BUNDLE:

An employment cover letter, a resume and a LinkedIn profile (a finished profile includes a summary, headline, and professional photo). See the rubric in D2L for detailed expectations.

SELF ANALYSIS REFLECTION

Complete the following self-evaluative tools:

- MBTI ANALYSIS
- STRENGTHSFINDER 2.0 (\$20)

FINAL REPORT: Report makes a recommendation, covering the topic of your choice (ideally something you might use in your current job). Assignment requires 3 pages of text excluding graphics/visuals (total length of report is 6-15 pages with graphics and external matter); 4 outside sources plus additional formatting requirements specified in the final report handout.

FINAL ORAL BRIEFING: Professional presentation of no more than 5 minutes that summarizes the work you did for your final report.

LAB FOLDER: Lab assignments are shorter assignments that provide opportunities to practice content concepts. During a week, there may be 1-3 lab assignments. All lab assignments can be revised endlessly until you get the grade you desire, subject to revision deadlines.

GRADE DISTRIBUTION

15% = Class participation (lowest 2 grades are dropped)

Weekly discussion posts

40% = Major Assignments

Audience analysis

Apartment memo

Technical instruction set (*not in summer)

Resume bundle

25% = Minor Assignments

Weekly lab folder activities

Self-analysis reflection

Group charter (*not in summer)

20% = Final Grades

Final report

Oral briefing / 100%

100%

Week	Agenda
1	Orientation, introduction to technical writing
2	Meeting the needs of audiences
3	Designing pages and documents
4	Designing visual information
5	Editing for style and tone
6	Routine business correspondence
7	Teamwork and global considerations
8	Instructions and procedures
9	Employment document preparation: self-knowledge, using LinkedIn
10	Resumes and other job-search materials
11	Formal analytical reports (introduction)
12	Formal analytical reports (structure)
13	Oral presentations: media format
14	Oral presentations: delivery
15	Oral presentations tonight
16	Final report and final presentations