

Instructor: Christina Luster

Office:

Phone:

Class Time: M. Tu. Th. F from 1:00-3:00 PM

E-mail:

Class Location :

Upper Level Course Description: Technical writing n

Technical Writing Course Objectives and SLOs

OBJECTIVES AND STANDARDS OF COURSE FOR TECHNICAL WRITING

AND STANDARDS OF COURSE FOR COMMUNICATIVE WRITING PRACTICES

WRITING IOTH

technical writing

writing

incorporating appropriate reliable sources

reliable sources

Introduction to research and synthesis for

Communication for mechanical and structural

DOCUMENTS

TECHNICAL WRITING

COMMUNICATIVE WRITING

LO Review of all tenses. Review grammar mechanics

LO Demonstrate an ability to use grammar mechanics

splices, sentence fragments, prepositional phrases,

and avoiding sexism;

Inner Intermediate Level Grades and Learning Scale and Grading Guide

Assignment Percentage of Assignment Week Total LA LB LC LD LE

Category total grade points

Job Report 15% 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Letter of Application

2 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Graphic Art

3% 11 10 9 8 7 6 5 4 3 2 1

Analysis

Analysis

Technical Definitions

15%

Writing a technical

3 25 23.8 20 17.5 16.3 14.8

definition

Presentation of

technical

definition

Poster Project

20%

Poster

4 40 36 32 28 26 23 21 19 17 15 13 11 10 9 8 7 6 5 4 3 2 1

Presentation of

25 23.8 20 17.5 16.3 14.8

poster project

with budget and

timeline

Short report

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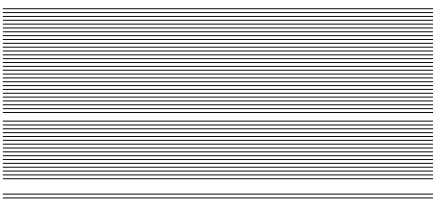
Assignment Specifics:

Grading Rubric:

| Required elements | +/- | Comments | Points |
|--|-----|----------|--------|
| - Introduction (5 points) <ul style="list-style-type: none"> o Introduction clearly states what you would like to do in the final project o Introduction provides necessary background information o Introduction provides a "road map" to the rest of the proposal | | | /2 |
| - Problem/Need/Goal (5 points) <ul style="list-style-type: none"> o Problem/need/goal is clearly identified o Problem/need/goal is important and needs to be addressed | | | /5 |
| - Objectives (5 points) <ul style="list-style-type: none"> o Proposal explains the objective of the project as related to the problem o Objective does not state solution | | | /5 |
| - Solution (5 points) <ul style="list-style-type: none"> o Proposal describes a solution to the problem that is persuasive and that the audience can understand o Solution section is persuasive and it is the best option | | | /8 |
| - Resources (5 points) <ul style="list-style-type: none"> o Informs reader that you have identified necessary resources o Sources used are properly cited | | | /5 |
| - Timeline (5 points) <ul style="list-style-type: none"> o Lists what needs to be done to complete project on time o Schedule is presented in a clear and concise manner | | | /5 |
| - Visual Design (5 points) <ul style="list-style-type: none"> o Information is presented in a way that makes it easy for readers to find information easily | | | /5 |
| - Conclusion (5 points) <ul style="list-style-type: none"> o Conclusion should summarize your main points | | | /2 |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> points well o Conclusion should close on a note that indicates you will do a good job | | |
|--|--|--|

| | | |
|---|--|--|
| <ul style="list-style-type: none"> o Avoids over generalizations o Information is clear and understandable o A variety of sentence lengths are used o Proposal flows in a way that is engaging and easy to follow o Proposal uses correct spelling and grammar | | |
|---|--|--|



Overview: You will write a report based on your proposal. This will be very similar to a literature review. You aren't necessarily solving a problem; you are simply doing research on your topic. Organization is very important to this assignment.

and cite them in text and create a bibliography. Paraphrase and summary are very important in this assignment.

| Grading Rubric | +/- | Comments | Points earned |
|---|-----|----------|---------------|
| <p>Introduction (5)</p> <ul style="list-style-type: none"> Announces the topic of the report Reminds readers why you are writing on this topic Previews the rest of your report | | | |
| <p>Facts (10)</p> <ul style="list-style-type: none"> Presents in clear and specific terms the things you found out Includes material that is relevant to readers, excludes material that isn't relevant | | | |
| <p>Discussion (10) → Presented alongside the facts</p> <ul style="list-style-type: none"> Presents the generalizations you draw from the facts that will be useful and important to your readers. | | | |
| <ul style="list-style-type: none"> Discusses your opinions and interpretations of your research Avoids making false assumptions and overgeneralizing | | | |
| <p>Paraphrasing and summarizing (5 points)</p> <ul style="list-style-type: none"> Paper avoids using whole phrases and too many from the original text Paper demonstrates original language and uses synonyms when possible Changes sentence structure and word order to paraphrase | | | |
| <p>Conclusion</p> <ul style="list-style-type: none"> Makes conclusion attractive Provides a final point or recommendation | | | |
| <p>Grammar and writing (5)</p> <ul style="list-style-type: none"> Uses correct grammar and spelling. Uses effective ideas and understandable | | | |
| <ul style="list-style-type: none"> Report flows in a way that is engaging and easy to follow | | | |

Memo Writing Assignment Description

as clear as possible. Try to not tell a story. Instead, be as professional and straightforward as possible.

Assignment Specifics: –

1. This assignment is worth 20 points.
2. The opening should feel a little redundant. It should be two to three sentences. The specific steps you need are detailed below.
3. Create an appropriate heading for your memo.
4. The opening should feel a little redundant. It should be two to three sentences.
5. Explain in bullet points what you did for the task.
6. Create a header that says "Conclusion" or something similar.
7. In a few sentences, conclude your memo and look to the future of the project or the implications of the task.

Grading Rubric

| Required elements | ✓ | Comments | Points |
|--|---|----------|--------|
| <ul style="list-style-type: none"> o Heading is properly formatted o Smaller headings for information sections are accurately named and spaced o Is neat and attractive | | | 7/5 |
| <ul style="list-style-type: none"> o Memo clearly identifies the intended audience o Memo uses readable language for the intended audience | | | |
| <ul style="list-style-type: none"> - Grammar and Writing style (5 points) <ul style="list-style-type: none"> o Writing doesn't tell a story, but is professional and straightforward o Uses strong verbs, not nouns o Uses correct spelling and grammar | | | /5 |
| <ul style="list-style-type: none"> o Uses present tense in introduction o Uses past tense in main body o Uses a mix of tenses, including future tense, as necessary in the conclusion | | | |
| <ul style="list-style-type: none"> o Memo appears to follow the style guide in both written aspects and visual aspects | | | /5 |

S. Korean Tech Writing Project Miscellaneous Budget

Fiscal year ends, last order in on 6/4/13

Sheet protectors (750) --optional

Standard sheet protectors (100) medium clear top load \$13.00

Item # 40713 Model # 10524

\$111.92

Economy Weight Sheet (200) 2,0 mil, semi-clear, top load \$16,79

Dividers (200)

Item # 462960 Model # 11501

\$99.98

Write on Tab (5) white, one set \$1.49

Big Tab (5) multicolored or clear, white, 1 set \$1.79

Item # 462770 (462788) Model # 13489/11121 (13491/11122)

\$107.40

Posters

2 feetx3 feet, black and white on regular paper 31 c

Poster Tubes (3x36)

Item # 485327 Model # 111634

\$179.99

Kraft Mailing tubes built snap on cap case of 24 \$49.99

Item # 429382 Model # P3036k

\$49.99

~~Kraft mailing tubes, buff, pinch ends, case of 24 \$49.99~~

Item # 414208 Model # 53036k

\$49.99

