COURSE DESCRIPTION:
Writing for Technical Communication entails the application of writing skills taught in ENG 101 and research skills. It teaches how to do on-the-job writing. It concentrates on special and practical forms of communication, letters and memos, the summary, the critique, the report, the article, and the technical speech. In addition, the course adapts formal English to the style of the technical or specialized writer.

REQUISITES:
*Previous Course Requirements*
  - ENG 101 English Composition I with a minimum grade of "C"

*Concurrent Course Requirements*
None

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<tr>
<th>LEARNING OUTCOMES</th>
<th>LEARNING ACTIVITIES</th>
<th>EVALUATION METHODS</th>
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<tr>
<td>Upon successful completion of this course, the student will be able to:</td>
<td>Lecture Library Instruction Research Reading from Diverse Sources Writing Assignments</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>1. Apply research skills in practical writing situations related to careers.</td>
<td>Lecture Discussion Writing Assignments Proofreading and Editing Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>2. Produce various types of on-the-job written communication following the required content and format for each.</td>
<td>Lecture Discussion Writing Assignments Proofreading and Editing Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>3. Evaluate the nature of the audience for each message, as well as the message itself.</td>
<td>Lecture Discussion Writing Assignments Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>4. Construct materials in the form of letters, memos, instructions, and technical oral/written presentations.</td>
<td>Lecture Research Discussion Writing Assignments Proofreading and Editing Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>5. Alter the level of technicality of articles to accommodate intended audiences.</td>
<td>Lecture Discussion Writing Assignments Proofreading and Editing Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>6. Refine rhetorical techniques used in formal report writing.</td>
<td>Lecture Discussion Writing Assignments Proofreading and Editing Peer Review Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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<td>8. Effectively compose the descriptive abstract and the informative summary.</td>
<td>Lecture Writing Assignments Proofreading and Editing Peer Review Examination of Professional and Student Technical Writing Models</td>
<td>Write15-20 Pages of Edited Business Writing Final research report using outside sources collected and scored by common rubric</td>
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LEARNING OUTCOMES | LEARNING ACTIVITIES | EVALUATION METHODS
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9. Use the computer for producing documents and conducting research. | Lecture | Write 15-20 Pages of Edited Business Writing
| Library Instruction | Final research report using outside sources collected and scored by common rubric
| Research |

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that 70% of students will meet or exceed outcome criteria.

SEQUENCE OF TOPICS:
1. Introduction to Technical Writing
2. Introduction to the Memo and Business Letter (Computer Skill Practice)
3. Technical Writing Audiences
4. Technical Writing Skills/Style
5. Rhetorical Patterns in Speech and Writing
6. The Long Report/Research (Format, Graphics, the Abstract, Front Matter/Appendix, etc.)

LEARNING MATERIALS:
In addition to professional models of various styles of technical writing, the individual instructor has a choice of text, such as *Technical Writing* by John Lannon. Learning resources, including library and Internet research materials, are used for report writing.

Alternate texts and open educational resources as appropriate to the course.

Other learning materials may be required and made available directly to the student and/or via the College’s Libraries and/or course management system.

COURSE APPROVAL:
Prepared by: English Department Date: 1984
Revised by: Anne Colvin Date: 4/1998
Revised by: Diane Biddle Date: 3/6/2013
VPAA/Provost or designee Compliance Verification:
Victoria L. Bastecki-Perez, Ed.D. Date: 3/7/2013

Revised by: Timothy Connelly Date: 2/27/2018
VPAA/Provost or designee Compliance Verification:
Date: 2/28/2018
This course is consistent with Montgomery County Community College’s mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.