English 393: Technical Writing

Spring 2016 Syllabus

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Overview and Objectives of the Course:

English 393 is a hands-on workshop in preparing, reviewing, revising, and finalizing documents typical of the workplace, including letters and resumes, memos, proposals, and both written and oral reports. Students learn to improve the readability and usefulness of their writing in a variety of professional styles and formats. Students are graded not only on their ability to produce individual work, but also on their ability to collaborate in research and writing, as well as in evaluating and improving one another's work.

Required Text: Mike Markel, Technical Communication, 11th ed. (Boston: Bedford/St. Martin's Press, 2010); hyperlink http://www.bedfordstmartins.com/techcomm. This book is available in print or online format.

Recommended Text: I strongly recommend a grammar and style guide such as Diana Hacker The Bedford Handbook or Hodges' Harbrace Handbook. Most students arrive in their junior and senior years of college with an inadequate grasp of standard English usage in grammar, spelling, and punctuation. Although English 393 is not designed to focus on these skills, it is impossible to excel in the course without them. Refer also to the Writing Center listing below.

Course Webpage: log in at https://myelms.umd.edu/

Grade Percentages/Sequence of Assignments: Assignments will be graded according to the following percentages: 1.A. Résumé, and 1.B. Cover letter (15%); 2. Proposal memo and annotated bibliography (10%); 3. Claim letter and adjustment letter (10%); 4. Progress report (10%); 5. Major project (30%); 6. Oral presentation (10%). This is also the sequence of assignments, except that the cover letter (1B) will be due after assignment 2. Together, these assignments total 85%; the remaining 15% of the grade is based on the weekly journal, the informal in-class presentation, and general class participation. Note: There is no final exam in this course.

Assignment Submission Requirements: Assignments are due at the start of class on the date indicated on the course schedule and assignment sheet. Papers should meet, not exceed, required length. In general, use 12-point font size, one inch margins, and left-side justification only. On rare occasions I may accept papers submitted via email or disk. Keep all of your drafts, as well as in-class work.

Late Papers: Late papers will be lowered one letter grade for the first class period, and two letter grades for each subsequent class period. No computer or illness excuses (without off-campus doctors' notes) for late papers will be accepted. You must write all of the required papers and receive a C or better on them to pass the course. If you receive a D or an F on a

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Walter A. Shumaker, George Foster Longsdorf

Technical Writing Comm 393:

A New Law Dictionary and Glossary: containing full definitions of the principal terms of the common and civil law, together with translations and explanations of the various technical phrases in different languages ... embracing also all the principal common and civil law maxims. Compiled on the basis of Spelman's glossary, and adapted to the jurisprudence of the United States, etc Alexander Mansfield BURRILL, 1860 Electrical Engineer ,1892 The Electrical Engineer ,1892 Virginia and West Virginia Digest ,1943 Law Dictionary and Glossary Alexander Mansfield Burrill, 1871 Dictionary John Bouvier, 1885 A Law Dictionary, Adapted to the Constitution and Laws of the United States of America, and of the Several States of the American Union John Bouvier,1879 A Treatise Upon the Law of Pleading Philemon A Dictionary of Law William Caldwell Anderson.1890 Iowa Pleading and Practice, Law and Equity Kinne's Pleading, Practice and Forms in Actions and Special Proceedings at Law and in Horace Emerson Deemer, 1914 Equity in the State of Iowa La Vega George Kinne, 1898 Urban Hydrology (revised edition) Timothy R. Lazaro, 1990-03-12 Comprehensive guide and reference to city stormwater runoff and streamflow management Commerce Business Daily A Law Dictionary, Adapted to the Constitution and Laws of the .1998-03 Mining and Scientific Press, 1903 United States of America, and of the Several States of the American Union: With References to the Civil and other **Systems of Foreign Law** John Bouvier, 1868 A New English Dictionary on Historical Principles: part 1. L (1903) James Law Dictionary John Bouvier, 1897 **Research in Technical Communication** Michael Augustus Henry Murray, 1903 G. Moran, Debra Journet, 1985 This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication. The book begins with general concerns and progresses to particular applications The chapters comprising Part I outline larger theoretical perspectives from which to examine techical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession The Cyclopedic Dictionary of Law Walter A. Shumaker, George Foster Longsdorf, 1901 The Cyclopedic Law Dictionary Walter A. Shumaker, George Foster Longsdorf, 1901

The Enigmatic Realm of **Technical Writing Comm 393**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Technical Writing Comm 393** a literary masterpiece penned with a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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