

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://myclms.umd.edu/>

Grade Percentages/Sequence of Assignments: Assignments will be graded according to the following percentages: 1A. Résumé, and 1B. 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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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

A Law Dictionary and Glossary Alexander Mansfield Burrill,1871 *A Treatise Upon the Law of Pleading* Philemon Bliss,1879 *Virginia and West Virginia Digest* ,1943 **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 Dictionary of Law** William Caldwell Anderson,1890 **Commerce Business Daily** ,1998-05 **Iowa Pleading and Practice, Law and Equity** Horace Emerson Deemer,1914 *A Law Dictionary* John Bouvier,1885 *Mining and Scientific Press* ,1903

Kinne's Pleading, Practice and Forms in Actions and Special Proceedings at Law and in 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 A Law Dictionary, Adapted to the Constitution and Laws of the 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 Augustus Henry Murray,1903 **Research in Technical Communication** Michael 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 technical 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 **Computerworld** ,1985-02-11 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Law Dictionary** John Bouvier,1897

Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Technical Writing Comm 393**

In a world inundated with monitors and the cacophony of immediate communication, the profound power and psychological resonance of verbal beauty often disappear into obscurity, eclipsed by the regular assault of sound and distractions. Yet, located within the musical pages of **Technical Writing Comm 393**, a captivating function of fictional elegance that pulses with natural emotions, lies an unique trip waiting to be embarked upon. Published by a virtuoso wordsmith, this magical opus books readers on a psychological odyssey, softly exposing the latent possible and profound influence embedded within the complex web of language. Within the heart-wrenching expanse of the evocative evaluation, we can embark upon an introspective exploration of the book is central themes, dissect their charming publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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