

**ENGLISH 219 TECHNICAL AND PROFESSIONAL WRITING**

3 Credit Hours

Instructor: Diane Paul, MA E-mail: dipaul@unm.edu

Office hours online as requested

**Course Description**

English 219 introduces students to the different types of documents found in the workplace. Students focus on how to analyze and understand readers' needs as well as develop a coherent structure, clear style, and compelling page layout. Students learn useful writing and research strategies they can use as they write correspondence, procedures, resumes, presentations, proposals, and multi-page reports.

**Texts/Materials**

Required: Markel, Mike. *Technical Communication*, 11th ed. MA: Bedford/St. Martin's, 2015.

Suggested: Up-to-date dictionary; college handbook; USB drive or cloud storage access

**Course Outcomes**

- **Analyze Rhetorical Situation:** Students will analyze the subject, purpose, audience, and constraints that influence the documents they write to ensure they achieve specific and useful results [NM HED Area I Core Competency 3].
- **Find and Evaluate Information:** Students will gather information from professional, academic, and government sources, evaluating the information they find for quality, validity, and usefulness [NM HED Area I Core Competency 5].
- **Compose Information:** Students will develop strategies for generating content and organizing it into a logical structure that is appropriate for their intended users; they will consider ethical influences for the documents they compose; they will work effectively with others to create documents [NM HED Area I Core Competencies 3 and 4].
- **Present Information:** Students will edit and revise their writing to provide unambiguous meaning and coherent structure; they will incorporate visual elements to improve the reader's understanding; they will create an overall design that enhances readability and shows professionalism [NM HED Area I Core Competency 4].

**Note:** *Instructors assume that students possess spelling, grammar, and basic writing skills. Student papers must be grammatically and mechanically correct.*

**Online Expectations**

- Students should log into the course site online **DAILY**.
- Students are required to actively participate in class discussions.
- Students must use "netiquette" and appropriate communication skills in all online conversations.
- Students can access the class online 24/7; the instructor is available Monday – Friday, during daytime working hours. Students are not expected to be online at specific times or on specific days.
- Assignments, quizzes, and discussion postings will be due **by 8 a.m.** on the due dates.

**Attendance**

Students who do not log-in to the class by Friday of the first week may be dropped from the class as a "No-show." Any student who wishes to terminate the course is responsible for official withdrawal from the course.

**Academic Dishonesty**

Students must do their own work and should not let others use their work. If students copy from other students or sources without acknowledging the sources, they are guilty of plagiarism. If students have someone else write or revise their assignments or knowingly allow another to copy work, they are guilty of dishonest scholarship. If proven guilty of either offense, a student may receive an F in the course.

## Grading

The following tables detail the grading structure:

Point System	
10 Quizzes (20 pts. ea.)	200 points
7 Assignments (100 pts. ea.)	700 points
5 Discussions (10 pts ea.)	50 points
Presentation Feedback (50 pts)	50 points
<b>Total Possible</b>	<b>1000 points</b>

Grading Scale	
960-1000 points	A+
916-959 points	A
900-915 points	A-
860-899 points	B+
816-859 points	B
800-815 points	B-
760-799 points	C+
716-759 points	C
700-715 points	C-
600-699 points	D
Below 600 points	F

### Quizzes – 10 @ 20 points each

Quizzes must be taken on-line **by 8 a.m.** on the posted deadline, though they may be taken early. Quizzes are open book and may be taken three times, with the highest score being recorded. Each quiz is worth 20 points, must be completed within 30 minutes, and will have 10 - 20 questions. **LATE POLICY:** Quizzes can not be taken late.

### Assignments – 7 @ 100 points each

Assignments are given as part of a business simulation. Students will assume they are working at the company identified in the first writing assignment. Assignments are to be uploaded online in UNM LEARN **by 8 a.m.** on the posted due dates. Assignments will receive constructive feedback from the instructor. Students are expected to submit their final draft – assignments must be proofed and edited prior to submission. **LATE POLICY:** Assignments (except the presentation) are accepted up to one week late. Late assignments will not receive constructive feedback and are not eligible for rewriting.

**Students are encouraged to rewrite the first five assignments** to demonstrate understanding of the material (the presentation can not be rewritten). Rewrite grades will replace the original grade. Rewrites are due one week from when the assignment grade/feedback is sent. One rewrite accepted per assignment. To submit rewrites, attach to a mail message in UNM LEARN.

### Discussions – 5 @ 10 points each

The instructor will post five discussion topics. Each student is expected to post one response to the topic (worth 5 points) **and** one comment on another classmate's responses (worth 5 points). Students should read the required course material prior to posting. Students are expected to demonstrate respect in all online communications. **LATE POLICY:** Late discussion postings do not earn points.

### Presentation Feedback – 50 points

The final week of class, each student will view five other students' presentations and give feedback (worth 10 points each).

### Special Needs

This course is hosted on Learn, which is ADA compliant. Qualified students with special learning needs are encouraged to notify the instructor at the beginning of the class about any specific assistance that may be required to support the student's learning.

	DUE	ASSIGNMENTS	pts
<b>Module 1</b> Introduction to Technical Writing - Writing for the Audience	Week 1 DUE 8 a.m., Friday, 8/21	<b>READ</b> – Ch 1, Introduction to Technical Communication – Ch 2, Understanding Ethical and Legal Considerations – Business Twitter 101 Link <a href="https://business.twitter.com/twitter-101">https://business.twitter.com/twitter-101</a> <b>COMPLETE</b> – Introduction Tweet Discuss (For all Discussions: Earn 5 points for your original posting and 5 points for replying to a classmate.)	10
	Week 2 DUE 8 a.m., Friday, 8/28	<b>READ</b> – Ch 3, Writing Technical Documents – Ch 4, Writing Collaboratively <b>COMPLETE</b> – Quiz 1 – Chs 2, 3, and 4	20
	Week 3 DUE 8 a.m., Friday, 9/4	<b>READ</b> – Ch 5, Analyzing Your Audience and Purpose – Ch 6, Researching Your Subject – Ch 7, Organizing Your Information <b>COMPLETE</b> – Quiz 2 – Chs 5, 6, and 7 – Planning: Purpose Statement and Audience Analysis Assignment	20 100
<b>Module 2</b> Preparing Job Application Materials	Week 4 DUE 8 a.m., Friday, 9/11	<b>READ</b> – Ch 9, Emphasizing Important Information – Ch 10, Writing Correct and Effective Sentences – Ch 15, Preparing Job-Application Materials <b>COMPLETE</b> – Quiz 3 – Chs 9 and 10 – Quiz 4 – Ch 15 – Job Search Discussion	20 20 10
	Week 5 DUE 8 a.m., Friday, 9/18	<b>COMPLETE</b> – Job-Application Letter	100
<b>Module 3</b> Understanding Website Design	Week 6 DUE 8 a.m., Friday, 9/25	<b>READ</b> – Ch 11, Designing Print and Online Documents – Ch 12, Creating Graphics – Ch 13, Reviewing, Evaluating, and Testing Documents and Websites <b>COMPLETE</b> – Quiz 5 – Chs 11, 12, and 13 – Work Communication Discussion	20 10
	Week 7 DUE 8 a.m., Friday, 10/2	<b>COMPLETE</b> – Website Design Review Memo	100

<b>Module 4</b> Writing Persuasively	Weeks 8 and 9 DUE 8 a.m., Friday, 10/16	<b>READ</b> – Ch 8, <i>Communicating Persuasively</i> – Ch 16, <i>Writing Proposals</i> <b>COMPLETE</b> – Quiz 6 – Chs 8 and 16 – Ethical Discussion	20 10
	Week 10 DUE 8 a.m., Friday, 10/23	<b>COMPLETE</b> – Proposal Email	100
<b>Module 5</b> Writing Job-Related Correspondence	Week 11 DUE 8 a.m., Friday, 10/30	<b>READ</b> – Ch 14, <i>Writing Correspondence</i> <b>COMPLETE</b> – Quiz 7 – Ch 14	20
	Week 12 DUE 8 a.m., Friday, 11/6	<b>COMPLETE</b> – Directive Email	100
<b>Module 6</b> Writing Formal Reports and Manuals	Week 13 DUE 8 a.m., Friday, 11/13	<b>READ</b> – Ch 17, <i>Writing Informational Reports</i> – Ch 18, <i>Writing Recommendation Reports</i> – Ch 19, <i>Writing Lab Reports</i> – Ch 20, <i>Writing Definitions, Descriptions, and Instructions</i> <b>COMPLETE</b> – Quiz 8 – Chs 17 and 18 – Quiz 9 – Chs 19 and 20 – Work or School Reports Discussion	20 20 10
	Week 14 DUE 8 a.m., Friday, 11/20	<b>COMPLETE</b> – Owner’s Manual Recommendation Report	100
<b>Module 7</b> Presenting Information	Weeks 15 and 16 DUE 8 a.m., Friday, 12/4	<b>READ</b> – Ch 21, <i>Making Oral Presentations</i> – <b>View:</b> <i>Creating an Effective PowerPoint Presentation Aid</i> <b>COMPLETE</b> – Quiz 10 – Ch 21 – Presentation – Submit PowerPoint to assignment link <u>and</u> post in class discussion area	30 100
	Week 17 DUE 8 a.m., Friday 12/11	<b>COMPLETE</b> – Give feedback to five presentations	50