



**COURSE NAME:** Technical Writing

**COURSE NUMBER:** ENG\* 202

**CREDITS:** 3

**CATALOG DESCRIPTION:** Provides directed practice in writing and speaking skills needed in technical fields for specific audiences. Students create documentation for technical systems, including formal and informal reports, abstracts and reviews. Students will learn strategies for producing such reports successfully, including planning, analyzing, purpose and audience, gathering data, and developing revising techniques and oral presentations. Students will be encouraged to choose topics based on their major or intended career. This course is recommended for students in a pre-technical degree.

**PREREQUISITES:** C or better in ENG 101 Composition or permission of Department Chair.

### **General Education Competencies Satisfied:**

**HCC General Education Requirement Designated Competency Attribute Code(s):**

WRIX                      Written Communication in English II

**Additional CSU General Education Requirements for CSU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

CRIX                      Critical Analysis & Logical Thinking (Outcomes  1  2  3  4  5)

**Discipline-Specific Attribute Code(s):**

None

### **Course objectives:**

**General Education Goals and Outcomes:**

**Written Communication in English I and II:** Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.  
**Embedded Critical Analysis & Logical Thinking:** Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.

1.  Demonstrate competence in argumentation by identifying issues, evidence and reasoning processes; distinguishing facts from opinion; recognizing various types of arguments.
2.  Demonstrate competence in formulating arguments by formulating good arguments, including a significant focus on inductive reasoning.
3.  Demonstrate competence in analysis by breaking subject matter into components and identifying their interrelations to ascertain the defining features of the work and their contributions to the whole.
4.  Demonstrate competence in evaluation by identifying assumptions, assessing the quality and reliability of sources of evidence, and demonstrating knowledge of the criteria for evaluating the success of each kind of inference.
5.  Demonstrate competence in synthesis, drawing together disparate claims into a coherent whole in order to arrive at well-reasoned and well-supported inferences that can be justified as a conclusion

### **COURSE SPECIFIC OUTCOMES:**

1. Demonstrate understanding of the special characteristics of technical communication as a genre of writing.
2. Through continued practice, demonstrate improvement in writing, speaking, and visual design concepts
3. Plan and write communications that solve technical problems or help readers make decisions about technical problems and solutions
4. Identify and evaluate the specific audience, purpose and context for written technical communications, and adapt own writing appropriately to those situations using effective and appropriate diction and tone.
5. Demonstrate the ability to appreciate and address the social nature of technical communications in the following ways:
  - a. Analyze, evaluate, and respond to an argument or claim from a complex piece of technical writing
  - b. Summarize, paraphrase, and quote accurately the ideas of others, clearly differentiating them from the students' own ideas.
  - c. Synthesize and integrate others' ideas purposefully and ethically with correct and appropriate documentation.
6. Communicate ethically and with sensitivity to diverse audiences
7. Prepare documents that are well-planned, researched, drafted, and designed, having located and evaluated sources of information that are appropriate to the technical situation and context.
8. Collect and report information thoroughly and accurately
9. Produce various documents in the traditional formats of workplace writing, including at least one documented essay in which the following skills are demonstrated:
  - a. •Crafting Logical Arguments

- b. •Generating a controlling idea or thesis.
  - c. •Using clear and logical evidence, support, or illustration for their assertions.
  - d. •Choosing appropriate and effective organizing methods, employing effective transitions and signposts.
10. Develop flexible strategies for generating, revising, editing, and proofreading technical documents individually and collaboratively.
  11. Use computer technologies to research, plan, draft, and design documents
  12. Read, comprehend, and summarize an argument from the complex written technical communications of others.
  13. Demonstrate written ability to influence beliefs about technical issues, and to generate critical dialogue through appropriate logical, ethical, and emotional appeals.
  14. Reflect on and explain the effectiveness of their writing choices regarding the audience, purpose, and situation.
  15. Demonstrate a mastery of proper grammatical structures within the conventions of Standard English and the styles of technical documents

Topical outline:

1. Introduction to Technical Writing
2. Technical Writing: Process
3. Information Retrieval, Analysis, and Synthesis
4. Organizing/Shaping Information
5. Editing
6. Document Review
7. Making Information Accessible
8. Designing Visual and Graphic Elements
9. Designing the Document
10. Formatting the Information for Print and Online Documents

11. Presenting Information through Multimedia
12. Techniques in Technical Writing
13. Forms of Technical Writing
14. Validation: Techniques for Verifying and Protecting Information
15. Professional Ethics and Copyright Law