

Course: ENGL 10

Also Listed As:

Term Effective: 201030, INACTIVE COURSE

Short Title: WRITING WORKPLACE

Full Title: Writing for the Workplace

<u>Contact Hours/Week</u>	<u>Units</u>	<u>Number of Weeks</u>	<u>Total Contact Hours</u>
Lecture: 3	3	17.34	Lecture: 52.02
Lab: 0			Lab: 0
Other: 0			Other: 0
Total: 3			Total: 52.02

Credit Status: D - Credit - Degree Applicable

Grading Modes: L - Standard Letter Grade

Repeatability: N

Schedule Types: 02 Lecture and/or discussion
72 Dist. Ed Internet Delayed

Course Description:

This course will introduce students to the field of technical writing. Students will learn industry standards of writing as well as copyediting, outlining, and revision techniques. Various types of technical communication will be examined for consistency, completeness, economy, and accuracy. PREREQUISITE: Eligible for English 250. ADVISORY: CSIS 126, Word Processing - MS Word, or equivalent.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200770

UC TRANSFER:

Not Transferable

PREREQUISITES:

(Completion of ENGL 440, as UG, with a grade of C or better.

OR

Completion of ESL 563, as UG, with a grade of C or better.)

OR

(Score of 18 on CTEP Reading

AND Score of 15 on CTEP Writing)

COREQUISITES:

STUDENT LEARNING OUTCOMES:

1. Identify the difference between technical writing and other types of written communication

ILO: 7, 1,2

Measure: Exam, Discussion

2. Describe the responsibilities of a professional technical writer.

ILO: 7, 1, 6

Measure: Exam, Discussion

3. Identify the competencies needed by the technical writer and the means to develop them

ILO: 2, 7

Measure: Exam, Discussion

4. Analyze the audience for a written work

ILO: 1

Measure: Paper, Discussion

5. Revise technical passages for clarity and conciseness

ILO: 7, 1

Measure: Paper, Exam

6. Determine the readability and clarity of a prose sample

ILO: 2, 7, 1

Measure: Exercises

7. Revise and proofread using MS Word

ILO: 7, 1

Measure: Paper

8. Produce various types of technical materials

ILO: 7, 1

Measure: Exam, Papers, Presentations

9. Identify common problems of grammar and usage

ILO: 7, 1

Measure: Exam, Papers

10. Apply the fundamentals of editorial style (spelling, punctuation, abbreviations, etc.)

ILO: 7, 1, 2

Measure: Papers, Exam

11. Analyze and edit short technical communications

ILO: 7, 1, 2

Measure: Exercises

12. Employ Internet and Library resources for technical writing projects

ILO: 7, 1, 3, 2

Measure: Papers, Presentations

TOPICS AND SCOPE:

Curriculum Approval Date: 09/28/2009

Wk 1, 3.4 Hours

Content: 1) Class Policies and Procedures for a Technical Communication Course 2) Diagnostic Writing Sample. 3) Fundamentals of Technical Communication. 4) Class activities: Collaborative Writing, Correspondence Writing,

Homework: Research Projects & Web Projects.

Student Perf. Obj.: Utilize the Writing Process to produce a piece of correspondence.

Wk 2, 3.4 Hours

Content Week 2: 1) Discuss Writing for Readers. 2) Complete Audience Analysis Worksheet. 3) Ethics in Writing.

Homework: Writing for Readers Research Projects & Web Projects

Student Performance Objective: Utilize evaluative tools to analyze technical writing for particular audiences.

Wk 3, 3.4 Hours

Content Week 3: Present research strategies.

Homework: Research projects.

Student performance obj.: Utilize effective strategies for conducting research.

Wk 4, 3.4 Hours

Content Week 4: 1) Organizing and Writing Paragraphs, 2) Advantages of Outlining, Outlining, 3) The Formal Sentence Outline.

Homework: Paragraph Exercises

Student Performance obj.: Demonstrate ability to outline sentences & paragraphs

Wk 5, 3.4 Hours

Content Week 5: Visuals: 1) Types of Visuals, 2) Visuals Checklist, 3) Visuals Exercises.

In-Class Activity: Design Presentations.

Homework: Research & Web Projects-Design Presentations.

Student Perf. obj.: Utilize visuals effectively in presentations.

Wk 6, 3.4 Hours

Content: Week 6: Document Design: 1) Design Principles., 2) Design Exercises.

In-Class Activity: Design Presentations.

Homework: Research & Web Projects-Design Presentations.

Student Perf. obj.: Utilize design elements effectively in presentations.

Wk 7, 3.4 Hours

Content Week 7: Writing a Draft.

In-Class

Activities: Writing drafts.

Homework: Research & Web Projects--Collaborative Writing, Organizing, Outlining, Persuasion.

Student perf. obj.: Write an effective draft.

Wk 8, 3.4 Hours

Content Week 8: Revising the Draft. 1) Revision Techniques, 2) Sentence

Revision Exercises, 3) Sample Revisions.

In-Class Activities: Proofreading

Homework: Revision of Paragraphs and Sentences

Student perf. obj.: Revise a document.

Wk 9, 3.4 Hours

Content Week 9: Summarizing, Defining, and Describing

In-Class Activity: Description Handouts

Homework: Write Summaries, Definitions, and Descriptions

Student perf. obj.: Write an effective text utilizing summary, definition, and description.

Wk 10, 3.4 Hours

Content Week 10: Memos and Short Reports. 1) Types of Short Reports, 2)

Memo and Report Exercises, 3) Persuasion.

In-Class Activities: Reports

Homework: Research & Web Projects on Collaborative Writing of Reports

Student perf. obj.: Write an effective memo & short report.

Wk 11, 3.4 Hours

Content Week 11: Formal Reports and Proposals. 1) Components of Formal Reports, 2) Formal Report Topics, 3) Report Proposal Memo, 4) Progress Report, 5) Revision Checklists for Formal Reports and Proposals

In-Class Activities: Formal Report Exercises

Homework: Research & Web Projects on Collaborative Writing of Formal Reports & Proposals.

Student perf. obj.: Write effective formal reports & proposals

Wk 12, 3.4 Hours

Content Week 12: Instructions and Other Forms of Technical Writing. 1)

Instructions and Manuals, 2) Example of Ineffective Instructions.

In-Class Activity: Instruction Exercises

Homework: Research & write instructions.

Student perf. obj.: Write effective instructions

Wk 13, 3.4 Hours

Content Week 13: Correspondence. 1) Types of Correspondence

In-Class Activities: Correspondence Exercises

Homework: Research & Web Projects on Correspondence

Student perf. obj.: Write effective correspondence.

Wk 14, 3.4 Hours

Week 14: Job Search and Applications. 1) Examples of Ineffective Application Letters, 2) Effective Application Letters.

In-Class Activities: Job Search Exercises

Homework: Research & Web Projects on Job Searching

Student perf. obj.: Write an effective application letter.

Wk 15, 3.4 Hours

Content Week 15: Presentations. 1) Creating a Presentation, 2) Using Visuals in a Presentation, 3) Hints for Nervous Speakers, 4) Evaluation, 5) Meetings.

In-Class Activities: Presentations

Homework: Research & Web Projects on Presentations

Student perf. obj.: Deliver an effective presentation.

Wk 16, 2 Hours

Final exam

Each week the student will read assigned chapters and complete appropriate assignments to meet the one-to-two lecture out-of-class standard.

METHODS OF INSTRUCTION:

Lecture, discussion, exercises, presentations, papers and exams.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Reading reports

Essay exams

Term papers

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

None

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 50% - 60%

Problem-solving demonstrations: 20% - 35%

Skill demonstrations: 20% - 35%

Objective examinations: 0% - 0%

Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Gerson, Sharon and Steven Gerson, "Workplace Communication", Prentice Hall. 2006

Stroughton, Mary, "Substance and Style", EEI Press: 1996.

Or Rew, Lois, "Editing for Writers", Prentice-Hall: 1999.

Or Lannon, John M., "Technical Communication", Addison-Wesley: 2000,

Or other appropriate college level text.

Reading level of text: 14 grade. Verified by: Shuk Au-Yeung

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: A

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: ENGL

CSU Crosswalk Course Number: 10

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000435840

Sports/Physical Education Course: N

Taxonomy of Program: 150100