ENGLISH 1033

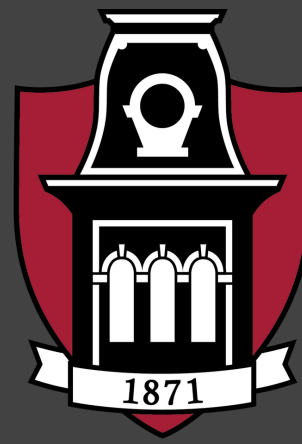## At a Glance

UNIVERSITY OF ARKANSAS

1871

Course Overview

Students will learn **principles of effective written communication**. They will **practice technical composition** using **procedures and formats** commonly used by professionals and academics **in their respective fields**.

Course Goals

- **analyze rhetorical situations**;
- **identify authoritative sources** in your respective disciplines;
- **draft documents** according to **common forms** used for technical writing purposes;
- **recognize the demands** that **particular audiences** place on written communication;
- **use electronic resources** to support library research;
- **generate a set of principles** that guides your sense of effective writing practices; and
- **practice academic integrity** and **ethical communication**

Textbook

Practical Strategies for Technical Communication,
3rd edition.

Handbook of Technical Writing,
12th edition.

Schedule

DO add/change

- due dates
- course updates
- additional readings
- important semester dates (breaks, drop/add, etc.)

DO NOT change

- overall course objectives
- weekly objectives (you can **move** these, but do not **change** them)
- number of assignments
- number of conferences

Assignments

Business Correspondence (15%)

Students create a business letter (inquiry, claim, or adjustment, see *PSTC*) addressing an aspect of their department's orientation. Then they will complete a memo explaining their rhetorical choices, research process, and purpose for writing.

Business Letter (1 page)
Memo (1-2 pages)

Extended Definition (15%)

Students rhetorically analyze a definition in its context. Then, students write an extended definition to clarify an object, mechanism, process, or concept. Students will consult and document sources. They will attach a memo explaining context, audience, and strategy.

Extended Definition (1-2 pages)
Memo (1-2 pages)

Process Instructions (15%)

Students select a process that needs instructions, then design and create instructions for a particular audience and context. Students choose visual design elements (fonts, arrangement, images). Students will write a proposed usability test for testing their document's effectiveness.

Process Instructions (2 pages)
Proposed Usability Test (1-2 pages)

Formal Proposal (35%)

Students research a problem and propose a solution. Front matter explains purpose, audience, date, and contains a brief summary. Body contains introduction to problem and detailed proposed program. Back matter details budget, schedule, qualifications, references, appendices. Students choose whether/where to include graphics.

Formal Proposal (4-5 pages)

Policies

Your syllabus should include the following policies:

- Disability accommodations
- Discrimination & sexual harassment
- Course recording
- Academic integrity
  - Reusing classwork
  - ChatGPT
  - Providing materials to course sites
- Absences
- Religious accommodations
- Classroom disruptions
- Inclement weather
- Emergency procedures
- Communications
- Feedback

Resources

1033 Course Info:
https://tinyurl.com/mpmduve5

TA Handbook:
https://tinyurl.com/bddaap5u

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