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| Week | Unit | | Weekly Objectives By the end of the week, you will be able to: | Chapters Covered &  Major Due Dates |
| 1  Aug 24 - Aug30 | | Introduction to Technical Writing | * Identify where to find important information in the syllabus. * Describe the purpose and parameters of Assignment 1. * Explain the genre expectations of technical writing. * Differentiate between technical writing and other genres of academic and non-academic writing | * Practical Strategies: Ch. 1;  Handbook: *Technical Writing Style* * Practical Strategies: Ch. 9;  Handbook: *Letters* & *Memos* |
| 2  Aug 31 – Sep 6 | | Introduction to Technical Writing | * Identify who potential audiences are in technical communication. * Describe the purpose of technical communication. * Explain the rhetorical situation of writing a memo with regard to audience and purpose | * Practical Strategies: Ch. 4;  Handbook: *Purpose* & *Audience* |
| 3  Sep 7 – Sep 13 | | Introduction to Technical Writing | * Explain why organization and coherence matter when writing for your audience. * Provide useful feedback for your peers’ drafts. * Describe the purpose and parameters of Assignment 2.   **Note: Mon, Sep 7 is Labor Day!** | * Practical Strategies: Ch. 6, pp. 102-116 * Draft of Assignment 1 * Peer Review of Assignment 1 |
| 4  Sep 14 – Sep 20 | | Definitions & Descriptions | * Explain the importance of writing clear definitions and descriptions. * Develop criteria for writing clear definitions and descriptions. * Compose definitions and descriptions for varying levels of formality using clear, effective sentences. | * Practical Strategies: Ch. 14;  Handbook: *Defining Terms*, *Definition* *Method of Development* & *Description* * Practical Strategies: Ch. 6, pp. 116-149 * **Assignment 1 Due!** |
| 5  Sep 21 – Sep 27 | | Definitions & Descriptions | * Explain the role of “audience” for the purpose of completing Assignment 2. * Evaluate technical definitions for their coherence, sentence clarity, and word choice. * Compose definitions and descriptions for varying levels of formality using clear, effective sentences. | * Handbook: *Coherence, Sentence Construction* & *Word Choice* * Practical Strategies: Appendix B, *Editing & Proofreading Documents* |
| 6  Sep 28 – Oct 4 | | Definitions & Descriptions | * Use principles of good editing and proofreading to complete and edit a draft of Assignment 2. * Provide useful feedback for your peers’ drafts. | * Draft of Assignment 2 * Peer Review of Assignment 2 |
| 7  Oct 5 –  Oct 11 | | Definitions & Descriptions | **Conferences!** | * Bring complete, revised draft of Assignment 2 to Conference |
| 8  Oct 12 – Oct 18 | | Instructions | * Describe the purpose and parameters of Assignment 3. * Explain the importance of clarity in writing instructions. * Develop criteria for writing clear instructions. * Evaluate the clarity and usability of a set of instructions | * Practical Strategies: Ch. 14;  Handbook: *Instructions* & *Usability Testing* * Practical Strategies: Ch. 7, pp. 152-187 |
| Week | | **Unit** | **Weekly Objectives** By the end of the week, you will be able to: | **Chapters Covered &  Major Due Dates** |
| 9  Oct 19 – Oct 25 | | Instructions | * Identify strategies for appropriate and effective communication in global environments. * Identify best practices for appropriate and effective use of graphics in global environments. * Explain what to avoid when composing for global purposes and audiences. * Optional Conferences for Assignment 3 | * Handbook: *Global Communication*, *Global Graphics*, & *Layout & Design* * Draft of Assignment 3 * Peer Review of Assignment 3 (can move to Week 10) |
| 10  Oct 26 – Nov 1 | | Instructions | * Identify what ethical considerations should factor into writing. * Explain what obligations your message may have towards your employer, the public, the environment, and copyright holders. * Explain how to use social media ethically. * Determine guidelines for culturally responsible communications. * Develop a set of guidelines for communicating ethically. | * **Assignment 3 Due!** * Practical Strategies: Ch. 2; Handbook: *Ethics in Writing* * Practical Strategies: Ch. 5 Handbook: *Research*, *Documenting Sources,* & *Note-taking* * Practical Strategies: Ch. 11 Handbook: *Proposals* * Practical Strategies: Ch. 7, pp. 171-192 |
| 11  Nov 2 – Nov 8 | | Instructions | * Identify strategies for choosing visuals for purpose and audience. * Identify best practices for integrating visuals with text. * Explain which graphs and tables to use for a particular data set, audience, and purpose. * List several strategies for creating effective content for the web. * Attend a conference to discuss your topic for Assignment 4 | * Handbook: *Visuals*, *Graphs*, *Tables*, & *Writing for the Web* * Draft of Assignment 4 |
| 12  Nov 9 – Nov 15 | | Proposals | * Develop a guideline for preparing and delivering persuasive presentations. * Student Presentations of Proposals. | * Handbook: *Presentations* & *Persuasion* |
| 13  Nov 16 – Nov 22 | | Proposals | * Define what it means to “polish” a proposal. * Explain the importance of “polishing” a proposal. * Provide useful feedback to peers’ proposals | * Polishing Workshop for Assignment 4 |
| Nov 23 – Nov 29 | |  | **Fall & Thanksgiving Break** |  |
| 14  Nov 30 – Dec 6 | | Proposals | **Conferences!** | Bring complete, revised draft of Assignment 4 to Conference |
| 15  Dec 7 – Dec 10 | | Proposals | * Student Presentations of Proposals * Last Day of Class: Thurs, Dec 10, 2020 * Dead Day: Fri, Dec 11, 2020 | * Student Presentations of Proposals * **Assignment 4 Due!** |