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| Week | Unit | Weekly ObjectivesBy the end of the week, you will be able to: | Chapters Covered & Major Due Dates |
| 1Aug 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*
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| 2Aug 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*
 |
| 3Sep 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
 |
| 4Sep 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!**
 |
| 5Sep 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*
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| 6Sep 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
 |
| 7Oct 5 – Oct 11 | Definitions & Descriptions | **Conferences!**  | * Bring complete, revised draft of Assignment 2 to Conference
 |
| 8Oct 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
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| Week | **Unit** | **Weekly Objectives**By the end of the week, you will be able to: | **Chapters Covered & Major Due Dates** |
| 9Oct 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)
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| 10Oct 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. 5Handbook: *Research*, *Documenting Sources,* & *Note-taking*
* Practical Strategies: Ch. 11Handbook: *Proposals*
* Practical Strategies: Ch. 7, pp. 171-192
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| 11Nov 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
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| 12Nov 9 – Nov 15 | Proposals | * Develop a guideline for preparing and delivering persuasive presentations.
* Student Presentations of Proposals.
 | * Handbook: *Presentations* & *Persuasion*
 |
| 13Nov 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
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| Nov 23 – Nov 29 |  | **Fall & Thanksgiving Break** |  |
| 14Nov 30 – Dec 6 | Proposals | **Conferences!** | Bring complete, revised draft of Assignment 4 to Conference |
| 15Dec 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!**
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