

<b>Subject</b>	Technical Documentation I	<b>Course Code</b>	EN300	<b>Theoretical</b>	2hrs / wk
<b>Semester</b>	5	<b>Prerequisite</b>	EN263	<b>Practical</b>	0hrs / wk

### **COURSE OBJECTIVES**

On completion of this course, students should be able to:

- Identify and strategically target a desired audience for a given communication situation.
- Effectively integrate text and graphic elements to create document designs that clearly convey complex, technical information.
- Identify, incorporate, and accurately cite sources.
- Revise written technical documents for content, organization, and coherence as well as for grammar, tone, and style.
- Contribute meaningfully to collaborative writing projects such as instructions, definition, descriptions, and technical reports.

	<b>Contents:</b>	<b>Resource</b>
<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Course overview</li> <li>• Writing process / Audience analysis</li> <li>• Style and tone</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
<b>Week 2</b>	<p style="text-align: right;"><b>Contents:</b></p> <ul style="list-style-type: none"> <li>• Organization: patterns, paragraphs,</li> <li>• headings and grouping</li> <li>• Grammar and mechanics</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
<b>Week 3</b>	<p><b>Contents:</b></p> <ul style="list-style-type: none"> <li>• Lists and parallel structure</li> <li>• Writing effective sentences (theory)</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
<b>Week</b>	<b>Contents:</b>	<b>Resource</b>

4	<ul style="list-style-type: none"> <li>• Writing instructions</li> <li>• Writing effective sentences (correction and feedback)</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 5	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Collaborative writing</li> <li>• Assignment Conferences</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 6	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Document design and Illustration.</li> <li>• Introduction to definitions and descriptions</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 7	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Writing Reports of Technical Objects</li> <li>• Describing size, shape, design and utility</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 8	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Writing Reports of Technical Processes</li> <li>• Describing steps, materials and equipment</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 9	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Active-passive voice / Your Viewpoint</li> <li>• MID-TERM TEST</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 10	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Correspondence: Writing Letter, Memos and Emails</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week 11	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Writing Laboratory Reports</li> <li>• Assignment Due</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
Week	<b>Contents:</b>	<b>Resource</b>

<b>12</b>	<ul style="list-style-type: none"> <li>• Research report components</li> <li>• Visuals for data display: selecting and creating.</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
<b>Week 13</b>	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Writing research reports:</li> <li>• Clarity and conciseness. Credibility of</li> <li>• web resources. Documenting sources</li> <li>• and paraphrasing. Referencing.</li> </ul>	LCD projector with a laptop or desktop computer / Screen.
<b>Week 14</b>	<b>Contents:</b>	<b>Resource</b>
	<ul style="list-style-type: none"> <li>• Writing complete reports</li> <li>• Course summary</li> <li>• Review Workshop</li> </ul>	LCD projector with a laptop or desktop computer / Screen.

### Course Assessment:

Course Work	Mid-Term Tests	Final Examination
<b>10</b>	<b>30</b>	<b>60</b>

### Textbooks:

- Markel, M. (2007). *Technical Communication*. (8th ed). Boston: Bedford/St. Martin's.
- Alred, G., Brusaw, C. and Oliu, W. (2009). *Handbook of Technical Writing*. (9th ed). Boston: Bedford/St. Martin's.