

Calendar – RWS 3359 Technical Writing

Fall 2019

Instructor: Dr. Teresa Quezada



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BB Sources are materials available through the course.

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Week 1 – August 26 through August 31, 2019

Introduction to Technical Communication

VISIT:

- Society for Technical Communication’s “Defining Technical Communication” at <http://www.stc.org/about-stc/the-profession-all-about-technical-communication/defining-tc>

READINGS:

- *TC* Chapter 1 – “Introduction to Technical Communication”

ASSIGNMENTS DUE:

- **Post to the Discussion - *Introductions*** and introduce yourself to the class. Remember that as an introduction to the online learning community you want to start identifying colleagues that may serve as resources and collaborators throughout the semester so you may share comments such as your major, whether or not you work aside from attending school and any other information you are comfortable sharing. Post your initial introduction **11 PM, Wednesday, August 28, 2019. Respond to 2 of your classmates with whom you share something in common by 11 PM, Friday, August 30, 2019.**
- **Post to Discussion Board (DB) – What is *technical communication*?** by **11 PM, Wednesday, September 4, 2019.**

Technical Writing Word Cloud from Society for Technical Communication – Puget Sound Chapter, website. (<https://www.stc-psc.org/what-is-technical-writing/>)

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Week 2 – September 1 through September 7, 2019

Writing Correspondence

READINGS:

- *TC* Chapter 14 – “Corresponding in Print and Online” Pages 362 – 366 and 376 – 378
- *TC* Chapter 10 – “Writing Correct and Effective Sentences” Pages 214 – 216 and 221 – 226

BB Sources

- Dependent & independent clauses
- How to punctuate dependent & independent clauses
- Assignment Sheet – Knowledge, Skills, Abilities and Course Expectations (KSA) Memo

VISIT:

- Purdue OWL – Paramedic Method

ASSIGNMENTS DUE:

- **11 PM, Wednesday, September 4, 2019**– DB – What is *technical communication*?
- **11 PM, Friday, September 6, 2019** - Punctuating dependent and independent clauses exercise
- **11 PM, Sunday, September 8, 2019** – Knowledge, Skills, Abilities & Course Expectations Memo

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Week 4 - September 15 through September 21, 2019

Audience and Purpose

READINGS:

- *TC* – Chapter 5 – “Analyzing Your Audience and Purpose”
- *TC* – Chapter 10 – Writing Correct & Effective Sentences - pp. 221 (Structuring Effective Sentences) through 225 (Focus on the “Real” Verb)
- **BB Source**
 - Differences between Audience, Reader and User
 - Assignment Sheet: Writing a Definition

ASSIGNMENTS DUE:

- **11 PM, Sunday, September 15, 2019** – Usability Review UTEP’s Social Media Guidelines.
- **11 PM, Friday, September 20, 2019** – Complete exercises 10 through 13 on page 244 of the *TC* textbook. Write the original sentence and your revision for each of the sentence provided. Make sure you complete both (a) and (b) for each of the exercises.

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Week 5 - September 22 through September 28, 2019

Definitions & Descriptions

READINGS:

- *TC* – Chapter 3 – “Writing Technical Documents”
- *TC* – Chapter 20 – “Writing Definitions, Descriptions, and Instructions” – p. 535 through p. 555 – we will cover through Descriptions this week.

VISIT:

Purdue OWL – Paramedic Method at

https://owl.purdue.edu/owl/general_writing/academic_writing/paramedic_method.html

ASSIGNMENTS DUE:

- **11 PM, Friday, September 27, 2019** - Revise and rewrite the paragraph in exercise 3, page 59 of the *TC* textbook. Make sure to apply what you have learned about effective sentences, the Paramedic Method (PM), and writing effective descriptions and definitions.

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Week 6 – September 29 through October 5, 2019

Creating Graphics

READINGS:

- *TC* - Chapter 12, “Creating Graphics”
- *TC* – Chapter 10, “Choosing the Right words and Phrases,” pp. 228 - 238
- **BB Source:** Visuals in Technical Documents

ASSIGNMENT DUE:

11 PM, Friday, October 4, 2019 – Choose only one of the 4 graphics in exercise 4, page 334 and write a paragraph evaluating its effectiveness and describing how you would revise it. Remember to use concepts learned in Chapter 12 and the BB source to support your assessment.

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Week 7 – October 6 through October 12, 2019

Peer Reviewing & Introduction to Intercultural Communication

READINGS:

- WAW: Chapters 1 and 2
- **BB Sources**
 - Peer reviewing template
 - Article: Relearning English

VIEW:

- “No One Writes Alone” – Peer Reviewing Video at <https://techtv.mit.edu/videos/14629-no-one-writes-alone-peer-review-in-the-classroom-a-guide-for-students>

ACTIVITIES:

- Upload a draft of your long definition/description to your group, file sharing option by 11 PM, Wednesday, October 9, 2019.
- Review and forward comments to at least 1 teammate by 11 PM, Thursday, October 10, 2019.
- 11 PM, Friday, October 11, 2019 - Reflect on the peer review process and respond to the Peer Review Reflection (PRR) questions
- Revise your long definition/description.

NOTE:

We may also peer review your long definition/description with colleagues from UPR. I will make any changes based on those activities clear and announce them through BB.

ASSIGNMENTS DUE:

- 11 PM, Friday, October 11, 2019 - PRR – Long definition/Description
- 11 PM, Sunday, October 13, 2019 – Long Definition/Description

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Week 8 - October 13 through October 19, 2019

Instructions & Intercultural Communication

READINGS:

- *TC* – Chapter 20, “Writing Instructions,” pp. 555 - 574
- *TC* – Chapter 9, “Emphasizing Important Information,” pp. 192 – 200
- BB Sources:
 - Cultural Dimensions Matrix – Assignment Sheet
 - Instructions and Modifications Memo – Assignment Sheet

VIEW:

- Instructions video @ <https://youtu.be/Nkeot2j5pNI>

ACTIVITIES:

- Select Country outside of North America – the next assignment will focus on drafting a document for users/primary readers in this country. Begin researching this country since the Cultural Dimension Matrix requires that you research this country and begin applying the concepts learned in the readings from McCool source (Week 7).
- Identify a task, ideally within your field. You will begin researching this task to identify the steps you will be directing your users to take to complete this task.

ASSIGNMENTS DUE:

- **11 PM, Sunday, October 13, 2019 – Long Definition/Description**

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Week 9 – October 20 through October 26, 2019

Instructions & Intercultural Communication – Part 2

READINGS:

- *TC* – Chapter 9, “Emphasizing Important Information”, pp. 202 – 210.
- *WAW* – Chapter 3, “Language and Culture
- **BlackBoard Sources:**
 - Transitions
 - Online Source “Online Technical Writing – Lists” @ <http://www.prismnet.com/~hcexres/textbook/lists.html>

ASSIGNMENT DUE:

- **11 PM, Wednesday, October 23, 2019** - Cultural Dimensions Matrix.

Week 10 – October 27 through November 2, 2019

Instructions and Intercultural Communication – Part 3 & Introduction to Collaborative Writing

READINGS:

- *TC* – Chapter 4 “Writing Collaboratively,” pp. 60 through 80.
- *WAW* – Chapter 5 – “Ethics of Intercultural Writing”
- **BB Sources:**
 - “Working in Groups”
 - “Listening”

ASSIGNMENTS DUE:

- Draft Instructions and Memo identifying cultural changes to the Instructions for your selected country.
- Forward a draft to your peer review group as assigned on Blackboard by **Sunday, October 27, 2019. Comment to the writer by Wednesday, October 30, 2019.**
- **11 PM, Friday, October 1, 2019** - Submit your PRR – Instructions & Memo.
- **11 PM, Sunday, November 3, 2019** - Submit your Instructions and Modifications memo.

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Week 11 - November 3 through November 9, 2019

Researching and Organizing your Materials

READINGS:

- *TC* – Chapter 6, “Researching your Subject”
- *TC* – Chapter 7, “Organizing your Information”
- *WAW* – Chapter 6, “Intercultural Toolbox”

BB Sources

- Assignment Sheet – Group Contract
- Assignment Sheet – Writing for a non-technical audience
- Assignment Sheet - Technical Report
- Assignment Sheet – Group member and Self-Evaluation

ACTIVITIES:

Select a group of 3 to 5 individuals for your group projects. Remember that you should look to individuals with whom you can collaborate either virtually or face-to-face to accomplish the major assignments for this course. Review the postings where you introduced yourselves as one potential source. I have also posted a discussion link where you can begin selecting compatible colleagues.

Review the assignments under “Group Work” Folder. The various assignments will also help you determine the groups you will form for the remainder of the semester.

ASSIGNMENTS DUE:

- **11 PM, Sunday, November 3, 2019** - Final Instructions and modifications memo.
- **11 PM, Friday, November 8, 2019** - Discussion Board: Researching and Organizing Materials.
- **11 PM, Sunday, November 10, 2019** - Group Contract.

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Week 12 – November 10 through November 16, 2019

Module: Writing Longer Documents & Logical Construction (Fallacies)

READINGS:

- TC – Chapter 16 “Writing Proposals”

VIEW

- BB Sources - “Logical Fallacies” at <https://youtu.be/Qf03U04rqGQ>

ASSIGNMENT DUE:

- 11 PM, Sunday, November 10, 2019 - Group Contract.
- 11 PM, Friday, November 15, 2019 - Individual Assignment – Writing for a Non-Technical Audience Memo.

Week 13 – November 17 through November 23, 2019

Module: Report Writing Part 2 & Document Testing

READINGS:

- TC - Chapter 17, “Writing Informational Reports”
- TC – Chapter 13, “Evaluating, and Testing Documents”

ASSIGNMENTS DUE:

- 11 PM, Sunday, November 17, 2019 - Group Project – Project Proposal Memo
- 11 PM, Friday, November 22, 2019 - Individual Assignment – Writing for a Non-Technical Audience – Revised Text

