

# ENGLISH 2311 TECHNICAL & BUSINESS WRITING

Summer Session I 2020  
Julia Quarles  
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817-515-8063

## Office Hours

Office hours are virtual only using Microsoft Teams on Monday, Wednesday, and Thursday from 1-2 p.m.

## Email

Students are expected to communicate professionally, using only their TCC email addresses when emailing. I cannot (legally) respond to emails from any other email address. Email messages will be responded to within 24-hours during the work week. If you ever feel confused or "behind" in the course, or if you ever feel like you're "not getting it," then email me (anytime!) and we can discuss your questions.

## Required Books and Supplies

- *Technical Communication* by Mike Markel and Stuart A. Selber, 12th edition. While the textbook is required, you can purchase either the ebook or the physical book.
- Regular access to a computer
- Reliable internet
- Google Chrome browser.
  - Many features of Blackboard will not function correctly on a tablet or mobile device, so a computer is necessary.
- Backup device or service (flash drive, Google Drive, etc.)
- Webcam and microphone (the standard embedded cam and mic in a laptop is fine)

## *Course Overview*

Business and Technical Writing is an intensive study of and practice in professional settings that focuses on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Students will practice individual and collaborative processes involved in the creation of ethical and efficient documents.

## Course Expectations

At the completion of this course, students should know how to:

- recognize, analyze, and accommodate diverse audiences by describing writing for nonacademic audiences, purposes, and occasions
- produce documents appropriate to audience, purpose, and genre
- analyze the ethical responsibilities involved in technical communication
- locate, evaluate, and incorporate pertinent information
- develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects
- edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling
- design and test documents for easy reading and navigation.

# Course Syllabus Technical Business Writing Engl 2311

**B Lingard**



## **Course Syllabus Technical Business Writing Engl 2311:**

British Education Index ,1978      **Books in Print** ,1994      **Flight** ,1948      **Technical and Business Writing for Working Professionals** Ray E. Hardesty,2010-12-15 Filled with Mr Hardestys knowledge and experience from over 25 years in the fields of technical and business communication this highly accessible clearly written volume is both a grammar review and a guide to the main topics in technical and business writing It is an invaluable aid for working professionals in all fields who find that they must now learn to be good writers and communicators      The Teaching of Technical Writing Donald H. Cunningham,Herman A. Estrin,1975      **Curriculum for a Technical Course in Business English** Arlene Patricia Iftiger,1996      South African national bibliography ,1989 Includes publications received in terms of Copyright Act no 9 of 1916      A Study of Courses in Technical Writing Alvin Marcus Fountain,1938      Strategies for Business and Technical Writing Kevin J. Harty,1980      Business and Technical Writing Jeffrey Jablonski,2009      **Business and Technical Writing** ,1981\*      **Courses, Components, and Exercises in Technical Communication** Dwight W. Stevenson,1981 This anthology contains 21 articles on teaching methods and assignments in technical writing The anthology is divided into three major sections The first section Courses presents plans for alternative approaches to the teaching of technical writing The second section Components offers a variety of activities for major segments within a technical writing course The third section Exercises suggests individual activities that can be completed during a few class periods within a course or component Individual articles focus on the case method simulation and in class writing group projects the functional writing model writing for publication technical illustration environmental writing decision making and problem solving and teaching nonnative speakers how to use English language articles A supplementary reading list is included RL

Technical Writing Basics Brian R. Holloway,2002 For one semester freshman sophomore level courses in Technical Writing and an excellent reference for any course that requires technical writing Using a reader friendly approach that is incremental and cumulative this short uncluttered guide to technical writing shows students how to take the structures patterns and strategies of writing learned in a Basic Composition course summary process analysis and persuasion and apply them in different kinds of technical documents Direct practical explanations copious real world examples and a variety of role playing exercises lead students through the process of document production and assessment or what the author calls transactional writing getting another person to read one s material presenting such material clearly and accurately and adhering to standards of format acceptable in the field Unlike most other texts which focus on the writing needs in the executive domain of the major corporation only this guide covers a variety of non corporate working environments that also require skill in technical communications e g social service agencies institutions and small businesses      **Technical Communication Fundamentals Plus New Mytechcomm lab with Etext -- Access Card Package** William S. Pfeiffer,Kaye E. Adkins,2012-06 ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you

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**Unlv Business and Technical Writing** Jeffrey Jablonski, 2008-01-21 *Technical Communication: Pearson New International Edition* Sharon Gerson, 2013-07-29 For courses in technical communication technical writing business communication and business writing Technical Communication Process and Product 8e by Sharon J Gerson and Steven M Gerson provides a proven complete methodology that emphasizes the writing process and shows how it applies to both oral and written communication With an emphasis on real people and their technical communication it provides complete coverage of communication channels ethics and technological advances This edition includes information on dispersed teams collaboration tools listening skills and social networking Using before after documents authentic writing samples and skill building assignments the book provides a balance of how to instruction with real world modeling to address the needs of an evolving workplace

**Technical Communication** William S. Pfeiffer, Kaye E. Adkins, 2012-05-01 ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson's MyLab check with the seller before completing your purchase Used or rental books If you rent or purchase a used book with an access code the access code may have been redeemed previously and you may have to purchase a new access code Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code Check with the seller prior to purchase Emphasizing the connection between writing and context Technical Communication A Practical Approach 8e uses a fictional company M Global and students own school and workplace settings to introduce the common genres of technical communication Featuring numbered guidelines and an ABC format the book shows how to write a variety of technical documents including business proposals white papers scripts research reports digital documents and more This edition features earlier coverage of collaboration more on software tools expanded ABC formats and the innovative MyTechCommLab website 0321846222 9780321846228 Technical Communication A Practical Approach with NEW MYTechCommLab with Pearson eText Access Card 8 e Package consists of 0132785781 9780132785785 Technical Communication A Practical Approach 0205890407 9780205890408 NEW MyTechCommLab with Pearson eText Access Card

*Technical Communication Strategies for Today*

Richard Johnson-Sheehan, 2014-03-04 ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson's MyLab check with the seller before completing your purchase Used or rental books If you rent or purchase a used book with an access code the access code may have been redeemed previously and you may have to purchase a new access code Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code Check with the seller prior to purchase For courses in Introduction to Technical Communication or Technical Writing offered in English Departments Technical Communication Strategies for Today offers students all of the topics and genres they need for their technical communication course in fewer pages and at a significantly lower price Students want their textbooks to cost less and they want comprehensive topical coverage presented in a succinct and clear writing style Technical Communication Strategies for Today offers both and speaks to today's students Instructional narrative is chunked so that portions of text are combined with graphics The chunked presentation also integrates an awareness of how documents are read often skimmed by readers seeking the information they need and it models the way today's technical documents should be designed The contemporary writing style is matched by an approach that accurately reflects the modern day computer centered technical workplace Technical Communication Strategies for Today presents computers as thinking tools that powerfully influence how we develop produce design and deliver technical documents and presentations

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**Technical Writing** William S. Pfeiffer, 2000 For undergraduate level courses in Technical Writing Business Communication Professional Communication and Freshman Composition with a company emphasis Technical Writing A Practical Approach offers an easy to use approach towards learning the fundamentals of technical writing The author s writing style is reader friendly and engages the student by providing a comprehensive overview of current topics in technical writing

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