

0502E210

Technical Writing

Instructor: TBA

Time: Monday through Friday (June 15, 2020 - July 17, 2020)

Office Hours: 2 hours (according to the teaching schedule)

Contact Hours: 60 (50 minutes each)

Credits: 4

Location: Huiquan Building

Office: Huiquan Building 518

E-mail: TBA

Course Description

This course introduces the basic principles of technical writing. Students will learn and practise different technical writing formats such as reports, letters of application, resumes, memos, emails articles or technical essays and oral presentations. We will focus on students' grasp of scientific and technical ideas and effective verbal presentation of these ideas.

Required Textbook(s)

Practical Strategies For Technical Comm, Mike Markel, 2rd Edition,
ISBN: 9781319147167

Prerequisites

No prerequisites

Course Goals

By the end of the course, students will be able to:

- Communicate in an effective way
- Distinguish technical writing from other forms of prose communication.
- Prepare letters concerning employment and resumes.

- Write other forms of technical correspondence (such as the progress report).
- Prepare a complete formal report.
- Apply the principles for ethical communication
- Provide an oral report on the process of writing and creating the formal report.

Course Hours

The course has 25 sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday.

Course Schedule

Please note that the schedule is meant to give an overview of the major concepts of this course. Changes may occur in this calendar as needed to aid in the student's development.

Week 1

- **Monday** Introduction to Technical Communication
- **Tuesday** Understanding Ethical and Legal Considerations
- **Wednesday** Writing Collaboratively and Using Social Media
- **Thursday** Analyzing Your Audience and Purpose
- **Friday** Quiz 1

Week 2

- **Monday** Researching Your Subject
- **Tuesday** Writing for Your Readers
- **Wednesday** Writing Correspondence
Understanding the Process of Writing Correspondence
Presenting Yourself Effectively in Correspondence
Writing Letters, Memos, Emails
- **Thursday** Correspondence assignment due
- **Friday** Quiz 2

Week 3

- **Monday** Writing Job-Application Materials

Establishing Your Professional Brand

- **Tuesday** Understanding Four Major Ways To Look for a Position
Writing Resumes
- **Wednesday** Writing Job-Application Letters
Writing Follow-up Letters or Emails After an Interview
- **Thursday** Job application assignment due
- **Friday** Quiz 3

Week 4

- **Monday** Writing Proposals
The Structure of the Proposal
- **Tuesday** Writing Informational Reports
Writing Field Reports
- **Wednesday** Writing Progress and Status Reports
Writing Meeting Minutes
- **Thursday** Informational report assignment due
- **Friday** Quiz 4

Week 5

- **Monday** Writing Definitions, Descriptions, and Instructions
- **Tuesday** Making Oral Presentations
Preparing the Presentation
Answering Questions After a Presentation
- **Wednesday** Creating Graphics
- **Thursday** Oral presentation assignment
- **Friday** Final Exam

Course Requirements

- Required weekly textbook reading
- Required course assignments to be completed before the due date
- Required well preparation for the class

Grading Policy

Your final grade is based on the following components:

Type	Percentage
Quizzes	20% of grade
Writing Assignment	40% of grade
Final exam	30% of grade
Participation	10% of grade

Grading Scale

The instructor will use the grading system as applied by JNU:

Definition	Letter Grade	Score
Excellent	A	90~100
Good	B	80~89
Satisfactory	C	70~79
Poor	D	60~69
Failed	E	Below 60

Attendance

Attendance is mandatory in the class. It would be recorded each class and forms part of students' participation record. Students should inform the instructor at the earliest opportunity if they need to ask for a leave. All absences may have negative effect on students' final grades. Any students with more than three unexcused absences will automatically fail the course.

Academic Integrity

As members of the Jinan University academic community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, includes (but is not limited to) cheating on assignments or examinations; plagiarizing, i.e., misrepresenting as one's own work any work done by another; submitting the same paper, or a substantially similar paper, to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging other students' work within these general definitions. Instructors, however, determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face penalties that range from the lowering of their course grade to awarding a grade of E for the entire course.