

# Sinclair Community College

## Technical Composition II

**Initial Request Date:** 1970

**Biennial Review Date:** 1999

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**Course Title:** Technical Composition II

**Quarter:** Any

**Department:** ENGLISH

**Division:** LA&S

**Course Code & Number:** ENG 122

**Professor:** Ms. Christensen

**Phone:** 512-3225

**Office Hours:**

**Office:** 3143

**E-mail address:** [Elizabeth.Christensen@Sinclair.edu](mailto:Elizabeth.Christensen@Sinclair.edu) **Time/days:** varies

**Room:** Varies

**Credit Hour Total:** 3    **Lecture Hours:** 3

**Prerequisite(s):** Technical Composition I (English 121)

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**TEXT:** Gerson, Sharon J., and Steven M. Gerson. Technical Writing: Process and Product. 4th Ed. Upper Saddle River, NJ: Prentice-Hall, 2003.

**Required Reference:** MLA Handbook for Writers of Research Papers, 5<sup>th</sup> Edition.

### **COURSE DESCRIPTION**

You will further develop the applications learned in English 121 by applying principles through informal and formal report writing, including research and documentation techniques.

### **COURSE OBJECTIVES**

The overall objective of English 122 is to provide students with further practice applying technical writing skills. Specifically to:

1. Write effective informal and formal technical reports.
2. Conduct research and document it correctly.

### **COURSE OUTLINE**

The following chapters and topics will be studied. The order in which they are covered is up to the instructor.

#### **Topics:**

1. The Process of Technical Writing
2. Persuasion and Scientific Argument
3. Style and Tone

4. Layout and Design
5. Graphics
6. Principles of Report Writing
7. Establishing criteria for business proposals
8. Writing, sending, and presenting business proposals
9. How to set up an email account. How to send and retrieve email.
10. The Internet and how it affects the way business correspondence is developed and accessed.
11. Researching material in the LRC and online.

**Chapters:**

- 9 "Graphics"
- 13 Web-based Research
- 14 "Research"
- 15 "The Summary"
- 16 "Reports"
- 17 "Proposals"
- 18 "Oral Presentations"

**\*Use the "Report Checklists" within each assigned chapter for revision.**

**Classroom Guidelines:** You will treat the instructor and other students with respect. Students who are disrespectful and disruptive will be removed from class and withdrawn at the instructor's discretion.

**Attendance:** **Do not come to class unprepared or more than 10 minutes late or you will be counted as absent.** Three absences will lower your grade one letter and each subsequent absence thereafter will result in points taken off your final grade. These guidelines do not pertain to students with documented illnesses or emergencies!

**\*NOTE:** If you are going to be absent from class call and leave a message for me at 512-3225 or send an e-mail message. Don't just disappear from class the show up several weeks later without emergency documentation for your absence. **NO excuses!** Absence from class does not excuse you from being prepared for the next class. **Don't come without a draft or it will count as an absence!**

**\*Changes:** Throughout the course we may find that this syllabus needs amending. The instructor reserves the right to make these changes as the need becomes apparent.

**Late Assignments:** All assignments are due at the beginning of each class session. **No late or incomplete assignments will be accepted. \*You are responsible for all material presented in class. If you miss a class, make sure to get the lecture notes from one of your classmates.**

**PLAGIARISM: will result in failure of the course!**

**Format for written assignments:** ALL writing assignments must be computer generated. They must follow MLA format and have a professional appearance. This will require several revisions so plan on revising each report 2-3 times before the final copy is handed in to me.

**\*\*NOTE: If you do not know how to use a computer to generate assignments, get a tutor the first week!** If you do not have access to a computer, use the computers in the Writing Center, 3221 or one of the other open labs. Take a disk with you and a staff member will show you how to format it. There are also tutors there for extra help.

**Questions:** Please feel free to ask any questions regarding the course or assignments during class time or, you may schedule an appointment with me during my office hours. I am always happy to talk with you!

**\*NOTE: This class will require you to spend a minimum of six hours of study-time each week (sometimes more, depending on the assignment and if there is an exam that week).**

**Grades:**

Distribution

Incident Report	10%
Summary	5%
Progress Report	10%
Proposal	15%
Feasibility Report	20%
In-class/Homework	10%
<b>Exam I</b>	15%
<b>Exam II</b>	<u>15%</u>
	100%

**Grading Scale =**

A	93-100
B	86-92
C	75-85
D	68-74
F	67-0

**COURSE OUTLINE:**

**WEEK ONE**

Go over syllabus and classroom procedures. Discuss principles of reports. **Homework:** Review Chs. 9 and 13. **Read:** pps. 436, 439, 441-446.

**\*NOTE:** It is **required** that each student establishes (if they do not already have one) an email account by the second week of class.

Lecture over MLA format and short reports.

**In-class assignment: pg. 454 #4.**

**Brief workshop over formatting drafts in MS Word 2000.**

## **WEEK TWO**

**Rough draft of Incident Report due. Peer editing.**

**Homework:** Revise your draft and begin final report format. Use figure 16.5 on page 440 as a model. Read Ch. 15 “The Summary”

**Homework: Research an article (online) in your field of study**, then write a one-page summary of it (3-5 paragraphs with each paragraph having 3-5 sentences in it) based on what you learned from chapter 15. **Xerox the article and attach it to your final draft.** Use figures 15.2 (pg. 416-17) and 15.3 (pg. 417) as guidelines and models. **Read chapter 16.**

**Final draft of Summary due.**

Lecture on library and online research methods.

Workshop to discuss topics and requirements for the Summary.

## **WEEK THREE**

**Revised draft** of the “Incident Report” **due.** Peer editing

**Final draft of “Incident Report” due.** Lecture over Progress Report guidelines and criteria. Use figure 16.2 (pps. 428-29) as a model for your Progress Report.

## **WEEK FOUR**

**Topics, outline, and rough draft of Progress Report due.**

Peer editing.

**Exam I** review and peer editing of revised draft of Progress Report. **Homework:** study for midterm (covers chapters 9, 13, 14, 15, 16, and lectures).

## **WEEK FIVE**

### **MIDTERM EXAM**

**Final peer editing for Progress Report.**

**Homework:** Read Chapter 17.

**WEEK SIX**

**Final draft of Progress Report due.** Review exams.  
Lecture over “Proposals” (Criteria will be given in class today!)  
“Hands on” workshop showing you how to import graphics from MS Word 2000.

**Homework: Begin rough draft of Proposal. It is required that your proposal be based on valid research, implementing graphics, and factual information. You are required to include a “Works Cited” page and all source material must be Xeroxed and attached to the final draft.**

Use figures beginning on pages 462-474 as a models for the components of your Proposal then use fig. 17.8 for final Proposal format. Also, use the checklist on 477 and criteria listed on page 461.

Workshop: Proposals. In-class assignment: Evaluating source materials and websites. **For your Proposal:** use Activity #1 or #2 depending on your topic, etc. on page 491 for your Proposal assignment.

**WEEK SEVEN**

**Topics and rough draft of Proposal due.** Peer editing.

Research evaluation begins today! Lecture over implementing graphics.

**WEEK EIGHT**

**Revised drafts** of your Proposal due today! Peer editing and source evaluation.

**Lab day to finalize Proposals.** Homework: Read Ch. 18

**WEEK NINE**

**Final draft of Proposals due.** Lecture over Feasibility Report. (Criteria will be given today!)

**Homework:** Begin Feasibility Report. Use figure 16.4 on pages 437-39 as a model. **\*\*NOTE: This is a research-based assignment! All citations require MLA documentation. All source material must be Xeroxed and attached to the final copy. You must import graphics and factual information as part of the assignment.**

“Hands-on” Workshop: **discussion about Feasibility Report and student outlines.** Review source material and graphics.

**WEEK TEN**

**Rough draft of Feasibility Report due.** Peer editing.  
**EXAM II review.**

**Homework:** Study for exam 2 (over chapters 17, 18, handouts and lectures).

**Revised draft of Feasibility Report due. Peer editing.**

**WEEK ELEVEN**

**Exam 2 today!** Final draft of your Feasibility Report due and last day of class!