

TECHNICAL WRITING II ENGLISH 1238

INSTRUCTOR Margaret MacLean HBA, MLS, BED, MED
Office: L0001B (Appointments anytime; available before & after class)
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1238FA	M/W	5:30-7:00	SN2011
1238FB	W/F	10:00-11:30	RB3024
1238FC	T/Th	2:30-4:00	RB3049

TEXTBOOKS

Buckley, Joanne. *Checkmate: A Writing Reference for Canadians*. 3rd ed. Toronto: Nelson Education, 2013. Or any good grammar text.

Finkelstein, Leo. *Pocket Book of Technical Writing for Engineers and Scientists*. 3rd ed. Whitby, Ont: McGraw-Hill Ryerson, 2008.

RECOMMENDED READINGS

Course Binder 132 on reserve at Chancellor Paterson Library Circulation Desk

Lannon, John M., & Don Klepp. *Technical Communication*. 4th Can Ed. Toronto: Pearson Education Canada, 2009.

ATTENDANCE AND EXPECTATIONS

In order to achieve the stated objectives for this course, and to become competent in the required knowledge, skills, and attitudes, all students are expected to attend all classes and arranged demonstrations. All assignments are to be word processed with sources used properly cited. Plagiarism is an offense and students are advised to read the "Code of Student Behaviour and Disciplinary Procedures." Assignments - paper copy only - are to be handed in on time or marks will be deducted. Late assignments will be accepted up to one week after due date and will lose one mark per day late. Grammar quizzes are written on the scheduled date only. The onus is on the student to organize their affairs so that they can achieve the educational objectives of the course. To qualify for an extension students must hand in what has been accomplished so far - based on what has been completed the instructor will consider the extenuating circumstances for an extension. Students should set up LU email accounts. Students are advised to become familiar with the "University Regulations" section of the LU Calendar.

Please no cell phones, ipods, etc. during class.

COURSE SUMMARY

The course will cover all aspects of technical writing. Emphasis will be placed on the skills required to prepare accurate definitions, classifications, and physical descriptions; the proper use and construction of graphic aids; the use of evidence and the nature of argument; the correct formats for technical letters and reports. Emphasis will be placed on the grammar, style, tone, and attitude of technical writing.

Students will also develop a foundation for independent lifelong learning by examining principles and methods of finding and retrieving information and reference materials, as well as analyzing and critically evaluating that information/material.

COURSE OBJECTIVES

To understand the

- essential principles of good technical writing
- structural and organizational features of technical writing
- various approaches to locating, accessing, retrieving and evaluating information

To become familiar with the

- MLA style of documentation
- standard formats of bibliographic citation
- ethical issues of writing, including plagiarism and copyright
- variety of engineering resources and how to effectively use these resources

To develop

- fluency in technical writing, including grammar and style
- excellent research strategies and information literacy skills

To write an effective resume and covering letter

COURSE OUTLINE

1. THE WRITING SKILLS / GRAMMAR *Checkmate*

Outlining Ch 1

QUIZZES:

Writing Paragraphs Ch 1

Grammar Ch 9

Sentence Errors Ch 10

Punctuation Ch 11

Mechanics Ch 14

2. TECHNICAL WRITING

Elements of technical writing

3. **TYPES OF REPORTS**
Formats of technical writing
 4. **INFORMATION LITERACY**
Information resources in Engineering
Search strategies and techniques
Documentation and bibliographic citation
 5. **RESUMES AND COVERING LETTERS**
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COURSE ASSIGNMENTS AND EVALUATION

1. PLA's (Piddley Little Assignments)	50%	
a) Why I want to be an engineer		5 marks
b) Technical Definition		10 marks
c) Description of a Mechanism		10 marks
d) Abstract of an Article		5 marks
e) Writing Skills Quizzes (inc Outline)		20 marks
2. MCA's (Major Course Assignments)	40%	
a) Resume & Covering Letter		20 marks
a) Information Resources for Engineers		20 marks
3. Diary and Class Participation	10%	10 marks

DIARY AND CLASS PARTICIPATION

Participation is arrived at by contributions through questions asked, willingness to discuss points as they are thrown out by the instructor and any additional information contributed from readings or personal knowledge or experience.

The diary or professional journal is like an autobiographical paper and should relate to the formative history of your experience with this course. The paper should reflect on your learning during this course - how you responded to or initiated various events, addressing your attitudes, feelings, thoughts, and actions. Suggestions for improvement to the course are especially welcome.

It is recommended that you keep a daily process log of your progress through the course. You must hand in these "raw notes," and/ an executive summary of your experience with this course. Include your name, the title of the course, your section, and the date. The paper/raw notes will not be returned to you so make a duplicate if you wish to retain a copy of this assignment.

ASSIGNMENT DUE DATES ENGL1238

FALL 2012

Why I want to be an Engineer

Fri Sept 14

Library demonstration (L5002)

W/Th/F

Sept 19/20/21

Grammar Quiz: Paragraphs CH 1	M/Tu/W	Sept 24/25/26
Grammar Quiz: Grammar CH 9	M/Tu/W	Oct 1/2/3
Grammar Outline CH 1		Fri Oct 5
Assignment: Expanded Definition		Fri Oct 12
Grammar Quiz: Sentence Errors CH 10	M/Tu/W	Oct 15/16/17
Guest Speaker: Resume	W/Th/F	Oct 24/25/26
Assignment: Description of a Mechanism		Fri Oct 26
Assignment: Abstract		Fri Nov 2
Assignment: Resume		Fri Nov 9
Grammar Quiz: Punctuation CH 11	M/Tu/W	Nov 12/13/14
Grammar Quiz: Mechanics CH 14	M/Tu/W	Nov 19/20/21
Library demo: Engineering Resources (L5002)	W/Th/F	Nov 21/22/23
Assignment: Information Resources	Wed	Dec 5
Assignment: Professional Journal	Wed	Dec 5