ENGLISH 2311 TECHNICAL & BUSINESS WRITING

Summer Session I 2020
Julia Quarles
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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

Sharon Gerson,Steven Gerson

Course Syllabus Technical Business Writing Engl 2311:

British Education Index ,1978   *Books in Print* ,1994   *Flight* ,1948   **The Teaching of Technical Writing** Donald H. Cunningham,Herman A. Estrin,1975   **South African national bibliography** ,1989 Includes publications received in terms of Copyright Act no 9 of 1916   Curriculum for a Technical Course in Business English Arlene Patricia Iftiger,1996   Technical and Business Writing for Working Professionals Ray E. Hardesty,2011-06-01   **Strategies for Business and Technical Writing** Kevin J. Harty,1980   Business and Technical Writing Jeffrey Jablonski,2009   **Business and Technical Writing** ,1981*   *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   **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   **A Study of Courses in Technical Writing** Alvin Marcus Fountain,1938   Technical Communication Fundamentals Plus New Mytechcommlab 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

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memos to customer correspondence   *Technical Communication* Sharon Gerson,Steven Gerson,2016-01-13 NOTE This edition features the same content as the traditional text in a convenient three hole punched loose leaf version Books a la Carte also offer a great value this format costs significantly less than a new textbook Before purchasing check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson s MyLab MyWritingLab does not come packaged with this content Students if interested in purchasing this title with MyWritingLab ask your instructor for the correct package ISBN and Course ID Instructors contact your Pearson representative for more information If you would like to purchase both the physical text and MyWritingLab search for 013426634X 9780134266343 Technical Communication Process and Product Books a la Carte Edition Plus MyWritingLab with Pearson eText Access Card Package Package consists of 0133954706 9780133954708 MyWritingLab with Pearson eText Access Card 013411826X 9780134118260 Technical Communication Process and Product Books a la Carte Edition

Course Syllabus Technical Business Writing Engl 2311 Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Course Syllabus Technical Business Writing Engl 2311**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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