

Technical Communication (Fall 2017)

Week-by-Week Schedule of Readings and Assignments

Week	Topic	Deliverable(s) Due
1 21–25 Aug	Review the course syllabus (objectives and schedule). Concepts: Benefits of good communication skills; costs of ineffective communication; identifying and analyzing levels of audience (PowerPoint presentation); overview of technical definitions and descriptions Reading: <i>Chapter 1:</i> Introduction: What is Technical Writing? <i>Chapter 18:</i> Business Communication, pay particular attention to p. 328	<i>Memo Analysis assigned</i> LearnSmart homework: <ul style="list-style-type: none"> Evaluating Truth and Accuracy in a Text Integrating Source Material Into a Text
2 28 Aug–1 Sept	Concepts: Analyzing data and information; choosing effective information; organizing information; English 314 Library Guide; “How to Recognize Plagiarism” tutorial and certificate Reading: <i>Chapter 2:</i> What is ethics in Technical Writing?	Pretest due Plagiarism Certificate due Memo Analysis due <i>Problem Statement for the Technical Description assigned</i> LearnSmart homework: <ul style="list-style-type: none"> Evaluating Information and Sources Using Information Ethically and Legally
3 4–8 Sept	Concepts: Anticipative audience needs; open-ended problems; purpose and elements of proposals Reading due first class day: <i>Chapter 6:</i> Proposals	Problem Statement due <i>Topic Proposal for the Technical Description assigned</i> LearnSmart homework: <ul style="list-style-type: none"> Apostrophes Sentence Types
4 11–15 Sept (no class Sept. 4)	Concepts: Anticipative audience needs; open-ended problems; purpose and elements of instructions Reading due first class day: <i>Chapter 10:</i> Instructions and Manuals	LearnSmart homework: <ul style="list-style-type: none"> Semicolons Fused (Run-On) Sentences and Comma Splices

<p>5 18–22 Sept</p>	<p>Concepts: Team interactions; effective meetings and use of technology; writing collaboratively; conflict resolution; working on diverse teams; ranking Topic Proposal assignments</p> <p>Reading due first class day <i>Chapter 20: Team Writing</i></p>	<p>Topic Proposal for the Technical Description due</p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Phrases, Clauses, and Fragments • Revising
<p>6 25–29 Sept</p>	<p>Conferences; no class</p>	<p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Commas
<p>7 2–6 Oct</p>	<p>Concepts: When to use visuals and data displays; guidelines for effective visuals and data displays; integrating visuals and data displays; conventions; document design</p> <p>Reading due first class day: <i>Chapter 15: Visuals</i></p>	<p>Revision of the Topic Proposal for the Technical Description due</p> <p><i>Paper-Airplane Instructions assigned</i></p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Verbs and Verbals • Parallelism
<p>8 9–13 Oct</p>	<p>Concepts: Purpose and elements of feasibility reports</p> <p>Reading due first class day: <i>Chapter 8: Feasibility and Recommendation Reports</i></p>	<p>Paper-Airplane Instructions due</p> <p><i>Feasibility Report for the Paper-Airplane Instructions assigned</i></p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Pronoun Reference
<p>9 16–20 Oct</p>	<p>Concepts: Purpose and elements of technical definitions</p> <p>Readings due first class day: <i>Chapter 3: Technical Definition</i></p>	<p><i>Technical Description assigned</i></p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Pronoun–Antecedent Agreement
<p>10 23–27 Oct</p>	<p>Concepts: Purpose and elements of technical descriptions of mechanisms and processes</p> <p>Readings due first class day: <i>Chapter 4: Description of a Mechanism</i> <i>Chapter 5: Description of a Process</i></p>	<p>Feasibility Report for the Paper-Airplane Instructions due</p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Subject–Verb Agreement
<p>11 30 Oct–3 Nov</p>	<p>Concepts: Analyzing data and information; creating effective data displays; documenting information; group conferences</p>	<p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Adjectives and Adverbs
<p>12 6–10 Nov</p>	<p>Concepts: Analysis of technical description examples; peer review of Technical Description drafts; review of effective visuals</p>	<p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Wordiness • Eliminating Redundancies and Recognizing Sentence Variety

<p>13</p> <p>13–17 Nov</p>	<p>Concepts: Effective oral presentations</p> <p>Readings due first class day: <i>Chapter 17: Presentations and Briefings</i></p>	<p>Technical Description due <i>Presentation of the Technical Description assigned</i></p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Parentheses • Dashes
<p>14</p> <p>27 Nov–1 Dec</p>	<p>Concepts: Oral presentations (one or two days of the week); review concepts as needed to prepare for the final exam</p>	<p>Presentation of the Technical Description due</p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Hyphens • Coordination and Subordination
<p>15</p> <p>4–8 Dec</p>	<p>Concepts: Review concepts as needed to prepare for final exam; review concepts as needed to revise the technical description</p>	<p>Posttest/Final Exam</p> <p>LearnSmart homework:</p> <ul style="list-style-type: none"> • Colons • Proofreading
<p>Finals week</p> <p>11–15 Dec</p>		<p>Revision of the Technical Description due at final-exam period</p> <p>For the final-exam schedule, look on the left-hand navigation: http://registrar.iastate.edu/students/exams/ </p>