

2nd Assignment. Writing an essay / article

(Collaborative task—in pairs; no individual work)

Write a 650-word (or 950-word) essay or magazine article on one of the topics below. In brackets you'll find some suggestions for possible approaches.

1. Storage devices (types, technologies, the best storage device today)
2. Data transmission (devices, technologies / comparison and contrast)
3. The mobile phone (evolution, future predictions)
4. What is the Internet of Things? (definition, uses, technical aspects)
5. Virtual Reality Today (definition, technical aspects, applications)
6. How to create a Web page (procedure / sequence)
7. Desktop computers and laptops (description, uses, a recommendation)
8. Cloud computing (definition, applications)

- You need to narrow your topic according to your preferences. This should be reflected in the title.
- Beware of plagiarism. You can gather information from other sources to make up your own text.
- Also remember that translators are not allowed. Write in English as you start your task.

Schedule for document writing:

Pre-writing stage

1. Topic choice, analysing audience and purpose: Plan sheet Submission
1: Plan sheet (Atenea) 20th October
2. Brainstorming, gathering information, considering style and tone
3. Outline of main topics and subtopics
Submission 2: Outline (Atenea) 27th October

Writing stage

4. Paragraphing
5. Essay structure
Submission 3: Draft (Atenea) 5th November

Post-writing stage

6. Revisions: strategy, content selection, paragraphing
Final submission: Revised version (Atenea) 15th November

USING A PLAN SHEET TO ORGANIZE A COMMUNICATIVE TASK

The plan sheet is an essential tool in technical communication. It is like a road map that will guide you throughout the process so that you can arrive successfully at your destination. Remember that your goal is to produce an EFFICIENT and EFFECTIVE text. It is very important that you follow the steps in your plan and that you try to be as specific as possible in completing its different parts. You can apply the following general pattern to any text you produce, adapting it to each specific type of document:

PLAN SHEET

AUDIENCE

- § *Who will read/listen to your text?*
- § *What's the audience's level of knowledge/specialization?*

- § *How will your audience use your text? What will they do with the information?*

PURPOSE

- § *What is the general purpose of your text?*
- § *Can you identify other more specific purposes?*

- § *What title will most clearly reflect this purpose?*

SUBJECT

- § *What is your text's subject matter/topic?*
- § *How specialized should your content be?*
- § *Do you have sufficient information to complete the subject? If not, what sources or people can help you locate additional materials?*

PLAN SHEET (2)

AUTHOR

§ *Will the technical communication task be a collaborative or an individual effort?*

§ *If it is collaborative, what are the responsibilities of each team member?*

DESIGN AND GENRE

- § *Is it oral or written? What genre does it belong to?*
- § *Are there special features the text should have with respect to genre, design, and conventions?*

DUE DATE

§ *What is the deadline for the completed text?*

§ *What is the timeline for the different stages of the project (one week, two weeks...)?*