

English 222 220
Technical Report Writing (TRW)
Spring 2026 Course Guidelines and Syllabus
Tuesday/Thursday 10:45 – 12:00 Olin 103

Course Guidelines

Instructor: Daniel E. Zawacki
E-mail: dzawacki@uakron.edu

Office Hours: Before/after class or by appointment.

Course Text: Gurak, L. & Lannon, J. (2019). *Strategies for technical communication in the workplace*. 4th edition: Longman (e-book through VitalSource)

The Course: English 222TRW is a course in technical report writing that helps students write professional and technical reports and other workplace documents. The course prepares students to write a variety of technical documents and reports, specifically those required in the business and technical world, including the following. We will also discuss the various types of electronic communications in the workplace and the development of skills necessary for digital literacy in the 21st century.

- Memos/E-memos
- Technical Descriptions
- Definitions
- Summaries/Abstracts
- Instructions
- Data Analysis Report
- Report and Proposal Plans
- Proposal
- Recommendation Report
- Information Report
- Presentations

Late Assignments: All assignments should be submitted on the due dates. Assignments submitted after the due date may not be accepted. Each situation will be handled individually.

Final Grades: Final grades will be assessed according to the following

Memo	40 points
Business Letters (2)	100 points

Email	40 points
Technical Description	40 points
Exams	100 points
Summary	20 points
Abstract	20 points
Definition	20 points
Instructions	20 points
Information Report	100 points
Proposal and Plan	125 points
Data Analysis	125 points
Presentation	100 points
Participation	150 points
Total	1,000 points

Grading Scale:

A (99-94); A- (93-90); B+ (89-87); B (86-84); B- (83-80); C+ (79-77); C (76-74); C- (73-70); D+ (69-67); D (66-64); D- (63-60); F (59 and below).

Course Policies

Plagiarism

Plagiarism is a violation of The University of Akron's Student Policy on Academic Dishonesty.

Plagiarism includes:

- Turning in a paper written in whole or part by another person
- Copying and pasting sections from another work directly into your paper without proper acknowledgment of the source
- Turning in a paper whose contents include the exact words or paraphrases from sources not properly documented through referenced quotations, parenthetical citations, and a Works Cited page, as determined by the MLA system
- Turning in a paper written by you for another class.

Response to plagiarism will be based on the seriousness of the violation and the intent to deceive. Consequences range from a mandatory rewrite of the paper to a zero on the assignment to failure of the course. Students who have plagiarized will be referred to the Office of Student Conduct for further disciplinary action. Please contact me if you have any questions about how to document sources. There are many resources to assist you in this process, including the OWL@purdue (see

Sexual Harassment Statement

The University of Akron is committed to providing an environment free of all forms of discrimination, including sexual violence and sexual harassment. This includes instances of attempted and/or completed sexual assault, domestic and dating violence, gender-based stalking, and sexual harassment. If you (or someone you know) has experienced or experiences sexual violence or sexual harassment, know that you are not alone. Help is available, regardless of when the violence or harassment occurred, and even if the person who did this is not a student, faculty or staff member. Confidential help is available. If you wish to speak to a professional, in confidence, please contact:

- Rape Crisis Center – www.rccmsc.org – 24 Hour Hotline: 877-906-RAPE Office Located in the Student Recreation and Wellness Center 246 and the office number is: 330-972-6328
- University Counseling and Testing Center – uakron.edu/counseling 330-972-7082
- University Health Services – uakron.edu/healthservices 330-972-7808

Please know the majority of other University of Akron employees, including faculty members, are considered to be “responsible employees” under the law and are required to report sexual harassment and sexual violence. If you tell me about a situation, I will be required to report it to the Title IX Coordinator and possibly the police. You will still have options about how your case will be handled, including whether or not you wish to pursue a law enforcement or complaint process. You have a range of options available and we want to ensure you have access to the resources you need. Additional information, resources, support and the University of Akron protocols for responding to sexual violence are available at UA.

Course Concerns

If you have issues or concerns about the course and/or policies, please first discuss them with me, your instructor. This is the most effective way that we can resolve the majority of such issues. If you find that this is not the case after talking with me, please contact Dr. Catherine Stoyhoff, at 330-972-6354.

Calendar

Module 1

1/13	Introduction to course. Guidelines and syllabus review.	
1/15	Diagnostic Exam	In-Class Diagnostic
1/20	Meet and Greet 10:45 – 1:30 Notecard drop off	Read Chapters 1 and 3
1/22	Memorandums	Memo Due 1/25

Read Chapter 6

Module 2

1/27 Writing with a Readable Style

Read Chapter 10

1/29 Memos and Letters

Read Chapter 18
Inquiry Letter Due 2/1
Sales Letter Due 2/1

2/3 Email

2/5 Being Concise

Read Chapter 11& 12
Business Email Due 2/10

Module 3

2/10 OFF

2/12 Descriptions
Definitions

Technical Definition and
Description Due 2/15

2/17 OFF

Read Chapter 14

2/19 Summaries/Abstracts

Read Chapter 13
Summary/Abstract Due 2/22

Module 4

2/24 Instructions and Procedures

Read Chapter 2

2/26 Research Process in Technical Communication

Read Chapters 15&16
Instructions Due 3/1

Module 5

3/5 Midterm Review

3/7 Midterm Exam

3/10 Report Writing

Read Chapter 17

3/12 Proposals Recommendation

Policy or Procedure Due 3/15

Module 6

3/17 Mini-Presentations: Report Plan

3/19 Mini Presentations: Report Plan

Information Report Due 3/22

3/23 SPRING BREAK

3/25 SPRING BREAK

Proposal and Plan Due 3/29

3/31 Trade Publications

4/2 Social Media

Read Chapter 21

Module 7

4/7 The Art of Presenting

4/9 Exam Review

4/14 EXAM

4/16 OOOHCD

Module 8

4/21 Student Presentations

4/23 Student Presentations

4/28 Student Presentations

4/30 Student Presentations

Exam Session TBA: This is an overflow day for final presentations.

NOTE: Depending on the pace of the class, this syllabus may change. Students will be advised of all changes ahead of time.