Sequence of Major Projects

In this course, you will compose a series of documents that focus on analyzing, using, and improving technical documents. Additional details on these projects are included on the Canvas site.

Analyze Resources in Your Field

You will research types of writing produced by those who work in your field by identifying and analyzing websites a student in your field would use while studying at Virginia Tech.

You will compose a memo to me, summarizing your findings. Your memo will include details on the genre of writing, its purpose, its audience, its medium (how it is usually delivered), and its average length. Finally, your memo will draw conclusions about writing in your field.
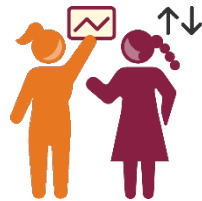
Revise User Documentation

You will revise user documentation in order to improve its usability. Specifically, you will use plain language and document design principles to make the existing document easier for readers to use as they complete the task it focuses on.

You will discuss the changes you make to the user documentation in a reflection memo. Your memo will analyze the user document you revised and the changes you made to it in order to improve its usability.

Pitch Your Report Topic in a Group Proposal

You and the members of your group will write a proposal for the site you will focus on for your recommendation report. Each group member will share potential websites with the members of their group, and then the group will choose one of the sites to focus on.

In addition to pitching the site you choose, your proposal will provide a schedule for your work, including plans for group meetings and draft deadlines. It will also identify the responsibilities of all group members.

Report on Your Group's Progress

You and the members of your group will assess your work on the recommendation report and compare your progress to the information you included in your proposal.

You will explain the work that the group has completed and the information that you have collected so far. You will include a Gantt Chart that updates your group schedule for the rest of the term.

Make Your Group Recommendation

You and the members of your group will write a recommendation report that analyzes the usability of a website that a Virginia Tech student would use in the course of their academic work at the university.

You will include customary sections (e.g., intro, methods, results, conclusions, and recommendations), along with front and back matter. Your report will probably be 10–15 pages long, including all sections.