

**ENGLISH 2311**  
**Technical Writing**

**Western Texas College**  
**Department of English**

- I. Basic Course Information
  - A. COURSE DESCRIPTION: Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
  - B. Prerequisites: Students must successfully complete ENGL 1301 before enrolling in ENGL 2311. The class is identified as reading and writing intensive.
- II. Student Learning Outcomes
  - A. Recognize, analyze, and accommodate diverse audiences.
  - B. Produce documents appropriate to audience, purpose, and genre.
  - C. Analyze the ethical responsibilities involved in technical communication.
  - D. Locate, evaluate, and incorporate pertinent information.
  - E. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
  - F. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
  - G. Design and test documents for easy reading and navigation.
- III. Major Course Requirements:
  - A. Weekly assignments based on the chapter readings will comprise the course grade. Students will complete from 12 to 13 assignments per semester.
- IV. Information on Books and Other Course Materials - Students will use one of the following textbooks. Consult the instructor for your particular section.
  - A. Markel, Mike. *Technical Communication*, 11th Edition; Bedford St. Martins, publisher. ISBN-13: 978-1-319-08808-8
  - B. Dragga, Sam & Elizabeth Tebeaux. *The Essentials of Technical Communications*, 3rd Edition, Oxford University Press. ISBN-13: 978-0-19-937999-6
- V. Other Policies: Please refer to the WTC Course [Catalog](#) for the following:
  - A. Campus Calendar
  - B. Final Exam schedule
  - C. How to drop a class
  - D. Withdrawal information
  - E. Student Conduct/Academic Integrity
  - F. Students with disabilities
  - G. PLAGIARISM: Essays must be submitted electronically to the plagiarism-checking site Turnitin.com. Under WTC policy, plagiarism may result in the

student being dropped from class. Students suspected of plagiarism will be consulted. Students found guilty of plagiarism will be dropped.

## VI. Course Organization and Schedule

Week 1	First day handouts are distributed. The reading assignment is Chapter 1 and the assignment based on it is posted in the Course Management System (Moodle).
Week 2	The reading assignment is Chapter 2 and the assignment based on it is posted in the Course Management System (Moodle).
Week 3	The reading assignment is Chapter 3 and the assignment based on it is posted in the Course Management System (Moodle).
Week 4	The reading assignment is Chapter 4 and the assignment based on it is posted in the Course Management System (Moodle).
Week 5	The reading assignment is Chapter 5 and the assignment based on it is posted in the Course Management System (Moodle).
Week 6	The reading assignment is Chapter 6 and the assignment based on it is posted in the Course Management System (Moodle).
Week 7	The reading assignment is Chapter 7 and the assignment based on it is posted in the Course Management System (Moodle).
Week 8	The reading assignment is Chapter 8 and the assignment based on it is posted in the Course Management System (Moodle).
Week 9	The reading assignment is Chapter 9 and the assignment based on it is posted in the Course Management System (Moodle).
Week 10	The reading assignment is Chapter 10 and the assignment based on it is posted in the Course Management System (Moodle).
Week 11	The reading assignment is Chapter 15 and the assignment based on it is posted in the Course Management System (Moodle).
Week 12	Assignments based on Chapter 15 continue. The second assignment based on it is posted in the Course Management System (Moodle).
Week 13	The reading assignment is Chapters 11 and the assignment based on it is posted in the Course Management System (Moodle).
Week 14	The reading assignment is Chapters 12 and the assignment based on it is posted in the Course Management System (Moodle).
Weeks 15-16	Review and Final Exam

C. Disclaimer: "The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstance."

Last Modified: September 25, 2017