

ENGL 421Y

TECHNICAL WRITING

COURSE CALENDAR

*** This schedule is tentative. If additional readings are posted or deadlines are changed, a revised class schedule will be posted.

Week	Topic, Readings & Videos	Assignments
1	<p><i>Defining Technical & Professional Writing; Introducing Job Documents</i> (6/10–6/14)</p> <p><i>Read</i></p> <ul style="list-style-type: none">• <i>Technical Communication Today</i> (TCT), Chapter 5: “Starting Your Career” (pgs. 99–136)• TCT, Chapter 6: “Emails, Letters, and Memos” (pgs. 137–175)• Losh, Alexander, Cannon & Cannon, <i>Understanding Rhetoric</i> (selections) <p><i>Watch</i></p> <ul style="list-style-type: none">• Course Introduction• Module 1 Introduction	<ul style="list-style-type: none">• Weds, 6/12: Introduction post due to discussion board by noon EDT• Weds, 6/12: Reading response due to discussion board by noon EDT (always see Blackboard for reading response prompt information)• Fri, 6/14: 2 replies to discussion board introductions and reading responses due by noon EDT• Fri, 6/14: REVEL reading quizzes due by 11:59pm EDT
2	<p><i>Designing and Revising Job Documents; Considering Audiences</i> (6/17–6/21)</p> <p><i>Read</i></p> <ul style="list-style-type: none">• TCT, Chapter 17: “Designing Documents and Interfaces” (pgs. 476–506)• HackDesign, “Achieving Visual Hierarchy”• Bill Hart-Davidson & Eli Review, “Describe, Evaluate, Suggest” <p><i>Watch</i></p> <ul style="list-style-type: none">• Module 2 Introduction	<ul style="list-style-type: none">• Mon, 6/17: Skills inventory and job ad analysis due by noon EDT• Weds, 6/19: 2 replies each to classmates’ skills inventories and job ad analyses due by noon EDT• Weds, 6/19: Reading response due by 11:59pm EDT• Fri, 6/21: Draft résumé and cover letter due by 11:59pm EDT• Fri, 6/21: REVEL reading quizzes due by 11:59pm EDT

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3	<p>Documentation and Technical Instructions; Working in Dispersed Teams; User Research (6/24–6/28)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 8: “Instructions and Documentation” (pgs. 204–243) • TCT, Chapter 3: “Working in Teams” (pgs. 47–70) • Chong, “YouTube Beauty Tutorials as Technical Communication” • Pflugfelder, “Reddit’s ‘Explain Like I’m Five.’ Technical Description in the Wild” <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 3 Introduction 	<ul style="list-style-type: none"> • Mon, 6/24: Peer feedback on résumés and cover letters due by 11:59pm EDT • Weds, 6/26: Reading response due by noon EDT • Weds, 6/26: Final Project 1 (résumé and cover letter) due by 11:59pm EDT • Fri, 6/28: Replies to reading responses due by noon EDT • Fri, 6/28: REVEL reading quizzes due by 11:59pm EDT
4	<p>Design of Documentation; Copyright & Intellectual Property (7/1–7/5)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 18: “Creating and Using Graphics” (pgs. 507–529) • TCT, Chapter 4: “Managing Ethical Challenges” (pgs. 71–98) • Karwai Pun for Gov.UK, “Dos and don’ts on designing for accessibility” • Aoki, Boyle & Jenkins, “Bound By Law” <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 4 Introduction 	<ul style="list-style-type: none"> • Mon, 7/1: Group documentation project proposal memo + team code of conduct due by noon EDT • Weds, 7/3: Reading response due by noon EDT • Fri, 7/5: Replies to reading responses due by noon EDT • Fri, 7/5: Individual Project 2 status update memos due by noon EDT • Fri, 7/5: REVEL reading quizzes due by 11:59pm EDT
5	<p>User and Usability Testing; Introducing Technical Reports; Problem-Setting versus Problem-Solving (7/8–7/12)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 11: “Formal Reports” (pgs. 308–348) • Cushman, “Unstable Artistry and Problem-Setting” <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 5 Introduction 	<ul style="list-style-type: none"> • Weds, 7/10: Reading response due by noon EDT • Weds, 7/10: Draft of group documentation due for peer review by 11:59pm EDT • Fri, 7/12: Replies to reading responses due by noon EDT • Fri, 7/12: Peer review feedback on documentation due by 11:59pm EDT • Fri, 7/12: REVEL reading quizzes due by 11:59pm EDT

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6	<p>Primary and Secondary Research; Annotating and Summarizing (7/15–7/19)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 14: “Researching in Technical Workplaces” (pgs. 389–419, pay special attention to 394–415) • Driscoll, “Primary Research” • Purdue OWL, “Evaluating Sources of Information” <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 6 Introduction 	<ul style="list-style-type: none"> • Mon, 7/15: Project 3 report proposal memo due by 11:59pm EDT • Weds, 7/17: Reading response due by noon EDT • Weds, 7/17: Final group documentation project due (with individual reflective memos) by 11:59pm EDT • Fri, 7/19: Replies to reading responses due by noon EDT • Fri, 7/19: REVEL reading quizzes due by 11:59pm EDT
7	<p>Report Content, Style and Design; Visualizing Information (7/22–7/26)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 16: “Using Plain and Persuasive Style” (pgs. 449–475) • Dragga & Voss, “Cruel Pies: The Inhumanity of Technical Illustrations” <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 7 Introduction • Ben Wellington for TEDxBroadway, “Making data mean more through storytelling” 	<ul style="list-style-type: none"> • Weds, 7/24: Reading response due by noon EDT • Weds, 7/24: Draft of Project 3 report due for peer review by 11:59pm EDT • Fri, 7/26: Replies to reading responses due by noon EDT • Fri, 7/26: Peer review feedback on Project 3 reports due by 11:59pm EDT • Fri, 7/26: REVEL reading quizzes due by 11:59pm EDT
8 (F)	<p>Presenting and Reflecting (7/29–8/1)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • No reading—just wrap up your final Project 3 and reflective memo! <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 8 Introduction 	<ul style="list-style-type: none"> • Weds, 7/31: Final Project 3 report due (with reflective memo) by 11:59pm EDT • Please submit your course and instructor evaluations this week!

→ Remember that Allegra’s virtual office hours are in [WebEx](#) on Monday and Thursday from 1pm–2pm, or by appointment through email or her [scheduling form](#).