

ENGL 421-DIST

TECHNICAL WRITING

COURSE CALENDAR

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

| Week | Topic, Readings & Videos | Assignments |
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| 1 | <p><u><i>Defining Technical Writing; Introducing Correspondence</i></u> (6/15–6/20)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • <i>Technical Communication Today</i> (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, 6/17: Introduction post due to discussion board by 11:59pm EDT • Weds, 6/17: Reading response due to discussion board by 11:59pm EDT (always see Brightspace for reading response prompt information) • Fri, 6/19: 2 replies to discussion board introductions and reading responses due by 11:59pm EDT • Fri, 6/19: REVEL reading quizzes due by 11:59pm EDT |
| 2 | <p><u><i>Giving Feedback; Revising Letters; Considering Audiences</i></u> (6/21–6/27)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 13: “How To Be Persuasive” (pgs. 366–388) • 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, 6/22: Draft WP1 due by 11:59pm EDT • Weds, 6/24: Peer feedback to classmates’ WP1 due by 11:59pm EDT • Weds, 6/24: Reading response due by 11:59pm EDT • Fri, 6/26 : 2 replies to reading responses due by 11:59pm EDT • Fri, 6/26 REVEL reading quizzes due by 11:59pm EDT |

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| 3 | <p><u><i>Proposals and Statements of Work; Working in Dispersed Teams</i></u> (6/28–7/4)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 3: “Working in Teams” (pgs. 47–70) • TCT, Chapter 9: “Proposals” (pgs. 244–283) • Freed, Romano, & Freed, “Writing the Qualifications Slot” (from <i>Writing Winning Business Proposals</i>) <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 3 Introduction | <ul style="list-style-type: none"> • Weds, 7/1: Reading response due by 11:59pm EDT • Weds, 7/1: Final WP1 (correspondence and project evaluation memo) due by 11:59pm EDT • Fri, 7/3: Group project proposal memo + team code of conduct due by 11:59pm EDT • Fri, 7/3: Replies to reading responses due by 11:59pm EDT • Fri, 7/3: REVEL reading quizzes due by 11:59pm EDT |
| 4 | <p><u><i>Design and Style of Proposals</i></u> (7/5–7/11)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • Zachry, Spinuzzi, & Hart-Davidson, “Researching Proposal Development” • TCT, Chapter 16: “Using Plain and Persuasive Style” (pgs. 449–475) <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 4 Introduction | <ul style="list-style-type: none"> • Weds, 7/8: Reading response due by 11:59pm EDT • Fri, 7/10: Replies to reading responses due by 11:59pm EDT • Fri, 7/10: Draft WP2 due by 11:59pm EDT • Fri, 7/10: REVEL reading quizzes due by 11:59pm EDT |
| 5 | <p><u><i>Documentation Features & User Research</i></u> (7/12–7/18)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 8: “Instructions and Documentation” (pgs. 204–243) • 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 5 Introduction | <ul style="list-style-type: none"> • Mon, 7/13: Peer feedback to classmates’ WP2 due by 11:59pm EDT • Weds, 7/15: Reading response due by 11:59pm EDT • Fri, 7/17: Final WP2 due (with individual project evaluation memos) by 11:59pm EDT • Fri, 7/17: Replies to reading responses due by 11:59pm EDT • Fri, 7/17: REVEL reading quizzes due by 11:59pm EDT |

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| 6 | <p><u><i>Design of Documentation: Copyright & Intellectual Property</i></u> (7/19–7/25)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 17: “Designing Documents and Interfaces” (pgs. 476–506) • TCT, Chapter 18: “Creating and Using Graphics” (pgs. 507–529) • 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 6 Introduction | <ul style="list-style-type: none"> • Weds, 7/22: Reading response due by 11:59pm EDT • Weds, 7/22: Draft WP3 due by 11:59pm EDT • Fri, 7/24: Peer feedback to classmates’ WP3 due by 11:59pm EDT • Fri, 7/24: Replies to reading responses due by 11:59pm EDT • Fri, 7/24: REVEL reading quizzes due by 11:59pm EDT |
| 7 | <p><u><i>Technical Descriptions: Visualizing Information</i></u> (7/26–8/1)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • TCT, Chapter 7: “Technical Descriptions and Specifications” (pgs. 176–203) • 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, 7/29: Reading response due by 11:59pm EDT • Weds, 7/29: Proposal + ideas for WP4 due by 11:59pm EDT for peer feedback • Weds, 7/29: Final WP3 + Project Evaluation Memo due by 11:59pm • Fri, 7/31: Replies to reading responses due by 11:59pm EDT • Fri, 7/31: Peer review feedback on WP4 concepts due by 11:59pm EDT • Fri, 7/31: REVEL reading quizzes due by 11:59pm EDT |
| 8 (F) | <p><u><i>Presenting and Reflecting</i></u> (8/2–8/7)</p> <p><i>Read</i></p> <ul style="list-style-type: none"> • No reading—just wrap up your final WP4 and project evaluation memo! <p><i>Watch</i></p> <ul style="list-style-type: none"> • Module 8 Introduction | <ul style="list-style-type: none"> • Thurs, 8/6: Final WP4 technical description due (with project evaluation memo) by 11:59pm EDT • <u>Please submit your course and instructor evaluations this week!</u> |

→ Remember that Allegra’s virtual office hours are in [WebEx](#) on Tuesday from 10am–11am and Wednesday from 2pm–3pm, or by appointment through email or her [scheduling form](#).