

Prepared by the Department of Language and Literature

Date of Departmental Approval: March 2, 2015

Date approved by Curriculum and Programs: May 4, 2015

Effective: Fall 2015

- 1. Course Number: ENL 131**
Course Title: Technical Writing
- 2. Description:** This course introduces students to technical and professional writing within a career setting. Students learn to write reports, instructions, summaries, e-mails, and memos using content and language appropriate to the reader. Students use technology tools to create document layout and design, and to report, interpret and organize statistical information and data.
- 3. Student Learning Outcomes** (instructional objectives, intellectual skills):
Upon successful completion of this course, students are able to do the following.
 - Draft and revise technical documents, including reports and professional correspondence
 - Assess readability levels and apply plain language principles
 - Identify the ethical considerations of technical writing
 - Prioritize information according to audience needs and compose for a variety of technical audiences
 - Implement research methods to produce credible, accurate professional documents
 - Use appropriate technical vocabulary and specific examples, statistics, and technical explanations in documents
 - Create useful charts, tables, and graphic elements using technology tools
 - Document reports and correspondence using appropriate formatting styles
- 4. Credit(s): 3 credits**
- 5. Satisfies General Education Requirement: Humanities & Fine Arts**
- 6. Prerequisite(s): ENL 101 (English Composition I)**
- 7. Semester(s) Offered: Fall**
- 8. Suggested General Guidelines for Evaluation:**
Classes follow a workshop/discussion format in which editing and critiquing of student writing is done. The final grade is based on written assignments, class participation, quizzes, exams, and/or a researched analytical report. Assignments are graded on worthwhile content, sensible organization, readable style, and appropriate form, visuals, and mechanics.
- 9. General Topical Outline** (Optional):
 - Identifying a purpose
 - Identifying an audience
 - Organizing content
 - Writing clearly and precisely
 - Designing pages
 - Thinking visually
 - Writing ethically
 - Including the proper elements
 - Formatting reports logically
 - Writing clear correspondence