

# COMMON COURSE OUTLINE

ENGL 213

Technical Writing

3 Semester Hours

## The Community College of Baltimore County

### Description

#### **Technical Writing**

Offers instruction and practice in planning and producing documents that deal with corporate, technological, and scientific subjects; focuses on the writing process with an emphasis on creating clear, concise, audience-directed prose.

Prerequisite: ENGL 101

### Overall Course Objectives

Upon completion of this course, students will be able to:

1. develop and implement the concise writing style that is the basis of all technical writing;
2. understand the stylistic differences between academic writing and technical writing;
3. create texts using the stages of the writing process (planning, drafting, revising, editing);
4. apply a variety of strategies for revising texts to accomplish specific communication objectives and to meet the needs of specialized audiences;
5. apply the technical writing style to a variety of formats, including business letters, resumes, manuals, proposals, and technical reports;
6. work collaboratively with peers to critique assigned writing projects;
7. understand the basics of page layout techniques;
8. utilize computer-generated graphics as a means of conveying information;
9. conduct Internet and/or library research as needed to complete assigned writing projects;
10. develop critical editing and proofreading skills to create polished, professional documents.

### Major Topics

- definition of technical writing
- characteristics of clear, concise, audience-directed texts
- writing as a recursive process
- revision

- proofreading/polishing texts
- page layout techniques
- use of computer-generated graphics
- print and electronic research

### **Course Requirements**

Individual writing projects will be determined by the instructor and will be described in the syllabus for each section. However, all students will:

1. use computers to complete all assigned writing projects;
2. participate in class activities;
3. create at least four writing projects, each of which employs a different technical writing format (i.e., manuals, proposals, reports, etc.)

### **Other Course Information**

The final grade will be based on the students' writing, graded either cumulatively or in an end-of-course portfolio.