

Week 1

T 8/23 Course Introduction

R 8/25 What is Technical Communication?
Read: Chapter 5—Letters, Memos, and Emails

Week 2

T 8/30 How Language Matters
Read: Chapter 1—Communicating in the Technical Workplace

R 9/1 Language and Technical Writing

Week 3

T 9/6 Basic Document Set-Up and Styles
Assign Project: Response Letter

R 9/8 Rhetoric and Communication

Week 4

T 9/13 **Due: Response Letter**
Due: (In-Class Work)—Rhetorical Situation Brainstorming
Read: Chapter 3—Working in Teams

R 9/15 **Due:** (In-Class Work)—Reader Profile
Read: Chapter 2—Readers and Contexts of Use

Week 5

T 9/20 Technical Communication Ethics
Read: Chapter 4—Ethics in the Technical Workplace

R 9/22 **Due:** (In-Class Work)—The Nastygram

Week 6

T 9/27 Technical Descriptions
Assign Project: Technical Description
Read: Chapter 6—Technical Descriptions and Specifications

R 9/29 Grammar Matters and Editing

Week 7

T 10/4 Plain Style
Read: Chapter 17—Using Plain and Persuasive Style

R 10/6 **Due:** (In-Class Work)—Mini Technical Description

Week 8

T 10/11 Wordiness and Cutting the Clutter

R 10/13 **Peer Editing of Tech Description Drafts**

Week 9

T 10/18 **Due: Technical Descriptions**
Proposals
Read: Chapter 8—Proposals
Assign Project: Proposal

R 10/20 **Fall Break**

Week 10

T 10/25 Means of Persuasion
Read: Chapter 13—Persuading Others

R 10/27 **Due:** (In-Class Work)—Research Activity

Week 11

T 11/1 Peer Editing of Proposals

R 11/3 **Due: Proposal**
Technical Communication and Social Media

Week 12

T 11/8 Instruction Sets
Read: Chapter 7—Instructions and Documentation
Assign: Instruction Set

R 11/10 **Due:** (In-Class Work)—Mini Instruction Set and Usability Test

Week 13

T 11/15 Visual Rhetoric and Design
Read: Chapter 18—Designing Documents and Interfaces

R 11/17 **Peer Edit of Instruction Set (Print Form not Designed)**

Week 14

T 11/22 **Thanksgiving Break**

R 11/24 **Thanksgiving Break**

Week 15

T 11/29 Adobe InDesign

R 12/1 Adobe InDesign

Week 16

T 12/6 In-Class Work on Instruction Set

R 12/8 In-Class Work on Instruction Set