

Course: HU-221, Technical Writing and Critical Reading

Credit Hours: 3

Level: Semester 2

Course Introduction

The course is intended to help students develop a positive, constructive and practical approach to successful technical writing in academic and professional settings. At the end of the course students will be able to communicate in clear and concise correspondence to meet the multifarious purposes of technical communication in written mode.

Course Objectives

This course will teach students to apply the principles of successful professional writing to a range of realistic cases in technical communication. It will help students analyze and produce typical office documents such as letters, memoranda, and reports. Academic writing skills will be covered through abstract and proposal writing while referencing skills will constitute a major part of a comprehensive project of individual research paper writing.

- Have command over all types of technical communication and academic writing
- Prepare and maintain their work portfolio

CLO No	Course Learning Outcomes	Bloom Taxonomy
CLO-1	Develop professional vocabulary and grammar needed for industry and academia	C6 (Create)
CLO-2	Have command over all types of technical communication and academic writing	C3 (Apply)
CLO-3	Prepare and maintain their work portfolio	C6 (Create)

Course Contents

Week	Topic
1	<ul style="list-style-type: none"> • Introduction to the course, basic principles of good writing
2	<ul style="list-style-type: none"> • Bad writing is not a choice • You Can Learn To Write in General
3	<ul style="list-style-type: none"> • WRITING for AN INTENDED AUDIENCE • Integrity in The Workplace • Diving into The Wreck
4-5	<ul style="list-style-type: none"> • CRITICAL READING & LITERARY CRITICISM • Feministic Approach • Marxist Approach • Historical Approach • Structuralist Approach • Phenomenological Approach • MEMO WRITNG
6-7	<p>WRITING PROJECTS</p> <ul style="list-style-type: none"> • Writing about Places • Writing a Comparative Essay • Writing an Informative Essay or Report • Analyzing Field Research Data • Analyzing Images • Analyzing Short Fiction • Analyzing and Synthesizing Ideas • Writing a Classical Argument • Making an Evaluation • Proposing a Solution
8	<ul style="list-style-type: none"> • Wrting with a positive attitude • Taking meeting notes
9	<p>Midterm Week</p>
10-11	<p>A RHETORICAL GUIDE to RESEARCH</p> <ul style="list-style-type: none"> • Asking Questions, Finding Resources • Evaluating Resources

	<ul style="list-style-type: none"> • Incorporating sources into your own writing <p>A GUIDE TO COMPOSING AND REVISING</p> <ul style="list-style-type: none"> • Writing as a Problem-Solving Process • Strategies for Composing Closed-Form Prose • Strategies for Composing Open-Form Prose • Strategies for Composing Multimodal Texts
12-13	<p>REPORT WRITING</p> <ul style="list-style-type: none"> • Abstracts • Executive Summaries • Introductions • Table of Contents • Titles • Conclusions • Appendices <p>LEGAL DRAFTING</p> <ul style="list-style-type: none"> • Evaluation of Parliamentary Bills • Evaluation of Parliamentary Speeches
14	<p>BAD IDEAS ABOUT WRITING AND DIGITAL TECHNOLOGY</p> <ul style="list-style-type: none"> • Texting Ruins Students' Grammar Skills • Texting Ruins Literacy Skills • Gamification Makes Writing Fun • The More Digital Technology, the Better • Digital Natives and Digital Immigrants
15-16	<p>Resumes & Portfolio Development*</p> <ul style="list-style-type: none"> • Cover Letters • Follow-up Letter/email • Different Kinds of Curriculum Vitae • BAD IDEAS ABOUT GENRES • Excellent Academic Writing Must be Serious • Popular Culture is Killing Writing • Popular Culture is Only Useful as a Text for Criticism

17	<ul style="list-style-type: none"> • PORTFOLIOS & REFLECTIVE ESSAYS • TERM PAPER SUBMISSION
18	Final Examination

Recommended Readings

a. Atkinson, Dawn. "Mindful technical writing: An introduction to the fundamentals." (2019).

b. Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu. *The Handbook of Technical Writing*.

Macmillan Learning, 2015.

c. Short hand outs and readings supplementing the textbook will be provided in soft form.

d. Selected videos (links provided) and activity briefs will be provided in soft form.