COURSE NUMBER: English 3601. 002.

TITLE: Technical and Professional Writing

INSTRUCTOR: Dr. Gene A. Plunka
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TEXT: Kenneth W. Houp and Thomas Pearsall**,** Reporting Technical
Information, 11th ed., Oxford University Press, 2006.
ISBN: 0-19-517879-3

AIMS AND ORGANIZATION: Technical and Professional Writing is designed to teach technical writing skills that would be practiced in private industry, government, and trade associations. The beginning of the course examines the components of good technical writing, including such topics as applying the scientific method, writing for a specific type of technical audience, avoiding bureaucratic language, and selecting the most appropriate vocabulary. The next part of the course focuses on how to write technical description, technical correspondence, technical definitions, instruction manuals, progress reports, feasibility reports, and research reports. The remainder of the semester is spent on proposal writing and on writing for publication.

ASSIGNMENTS AND WRITTEN WORK: Students will prepare a progress report or a feasibility report, a description of a piece of hardware, a brief instruction manual, a bibliography, an abstract, and a formal research report. A final examination is included.

9:40 Tuesday and Thursday   Fall 2015