

COURSE NUMBER: English 3601. M50

TITLE: Technical and Professional Writing

INSTRUCTOR: Dr. Emily A. Thrush, 401D Patterson

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TEXT: Andrews, *Technical Communication in the Global Society*, 2nd ed.

ISBN:0130281522.

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 an employment package with a resume and cover letter, a set of instructions, a proposal, a correspondence packet with a letter and email, and a short recommendations report. Students will also critique a website and discuss the use of social media by companies and organizations.

Online, Fall 2015