

ENGL 3602-M50: Professional Writing/Editing (Online course at elearn.emmphis.edu)

Teacher: Susan L. Popham; spopham@memphis.edu

Fall 2015: August 24, 2015 to December 10, 2015

Course Description

This course functions as a workshop in techniques of communicating effectively in business, industry, and government. This course introduces students to career aspects of technical editing and to the skills and practices necessary to edit scientific and technical information. The curriculum incorporates a recursive process of print and online production in which editing plays an essential role and imparts the technical and analytical tools necessary when facing a variety of writing situations in a professional life. Students will develop practical writing skills for technical publications such as reports, data analyses, and research articles, while also developing editing practices involved in packaging and distributing professional writing in printed form. Therefore, while one of the course's goals is to familiarize students with a variety of workplace genres and the conventions and rhetorical exigencies shaping their effectiveness, the overarching goal is to help them to incorporate a rhetorical framework into their own writing process, an analytical skill transferrable across documents, organizations, and settings.

One of the challenges of writing in the workplace is the difficulty of producing effective, professional quality documents when combining writing from various authors to form one cohesive, seamless document—a process fraught with interpersonal and organizational challenges. Thus, this course extends the traditional view of writing skill to include the interactions through which students accomplish writing goals *with* other people—for example, eliciting or conveying technical information and agreeing upon tone, content, or format for a formal report representing their group's work. This will call upon a heightened awareness of their and other peoples' needs, purposes, and stakes in the writing.

Learning Outcomes At the conclusion of this course, students should be able to:

Demonstrate an understanding of the ways in which an editor functions in a wide range of capacities and across organizations in order to make sound career decisions.

Perform different levels of editing.

Edit in paper and online environments.

Apply styles to a document and create a style sheet for a type of document for an organization.

Analyze rhetorical concerns for an editing project.

Manage large projects and work effectively with writers, editors, and other work teams.

Apply standard conventions of editing and writing.

Required Texts

Rude, Carolyn. Technical Editing, 5th edition (with MytechcommLab Access, by Pearson).
Longman/Pearson Publishing, ISBN: 9780133937701