

COURSE NUMBER: English 3601. 001.

TITLE: Technical and Professional Writing

INSTRUCTOR: Dr. Gene A. Plunka
Patterson 405
678-4507
gaplunka@memphis.edu

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 technical description of an object, an instruction manual, an abstract, and a formal research report. A final examination is included.

12:40-2:05 Monday and Wednesday

Spring 2016