

# TCOM 2010 – Technical Writing

TCOM 2010-007 12:30-1:45 MW

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## Welcome to TCOM 2010 – Technical Writing.

TCOM 2010 covers the basic organization, style, and mechanics of technical writing. The course includes practice in producing such typical technical documents as descriptions, instructions, proposals, and reports. Students will learn to do the following:

- Analyze reader(s) and situation(s)
- Apply principles of document design
- Gather, record, and interpret data as a basis for a report
- Organize information
- Write rough drafts
- Apply ethical principles to decisions about technical documents
- Edit rough drafts to improve
  - Technical accuracy
  - Readability
  - Conciseness
  - Completeness
  - Organization
  - Clarity
- Prepare graphics

### Instructor Contact Information

Dr. Laura A. Palmer  
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Office Hours: by appointment  
Office Location: J-323

### Course Textbook

Technical Communication in the Twenty-First Century (2nd edition)  
Dobrin, Keller, & Weisser  
ISBN 0136098916

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## List of Assignments

Major Assignments	Points	Due Date
<a href="#">Technical Letter</a>	10	Thursday, September 17
<a href="#">Technical Description</a>	10	Tuesday, September 29
<a href="#">Instructions</a>	15	Thursday, October 15
<a href="#">Formal Proposal</a>	20	Thursday, November 19
<a href="#">Group Oral Presentation of the Formal Proposal</a>	05	Tuesday, November 17 Thursday, November 19
<a href="#">Formal Report</a>	20	Thursday, December 7
<a href="#">Group Oral Presentation of the Formal Report</a>	05	Tuesday, December 8 Thursday, December 10
Exercises, Quizzes, & Participation	15	As assigned
<b>Total:</b>	100	
Practice Exercises		Due Date
<a href="#">Introductory Memo Exercise</a>		Tuesday, August 25
<a href="#">Document Redesign Exercise</a>		Saturday, August 29
<a href="#">Fairy Tale Exercise</a>		Wednesday, October 14
<a href="#">One-Page Proposal Exercise</a>		Tuesday, October 27
<a href="#">Individual Project Proposal Exercise</a>		Thursday, October 29 Tuesday, November 3 Thursday, November 5
<a href="#">Progress Report</a>		Thursday, December 3
Quizzes and participation grades will be assigned, without warning, at times of the instructor's choosing.		