

Technical Writing and Communication ENGL 220, Summer 2011
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Week	Date	Topics	Assignments
1	19/06/11	Definition of Technical Communication (Chapter 1)	
1	20/06/11	Profiling Audiences (Chapter 2)	
1	21/06/11	Defining & Describing (Chapters 9-10)	
1	22/06/11	Writing a Mechanism Description	
1	23/06/11	Technical Communication Style (Chapter 4) Mechanism Description Peer Review	Mechanism Description Deadline
2	26/06/11	Brainstorming Innovation Ideas Writing Proposals	
2	27/06/11	Formal Reports (Chapter 14)	Proposals Deadline
2	28/06/11	Using Visual Aids (Chapter 7)	
2	29/06/11	Designing Pages (Chapter 6)	
3	03/07/11	IEEE Referencing Style	Bring articles, books and other materials used during the research.
3	04/07/11	The Technical Communication Process (Chapter 3)	
3	05/07/11	Oral Presentations (Chapter 18)	
3	06/07/11	Draft 1: Peer Review	Draft 1 Deadline: Discussion and Introduction + References
3	07/07/11	Draft 1 Feedback: Workshops	

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4	10/07/11	Draft 1 Feedback: Workshops	
4	11/07/11	Student Presentations	Presentation Reflections Sheet
4	12/07/11	Student Presentations	Presentation Reflections Sheet
4	13/07/11	Student Presentations	Presentation Reflections Sheet
4	14/07/11	Student Presentations	Presentation Reflections Sheet
5	17/07/11	Summarizing (Chapter 8)	
5	18/07/11	Writing Abstracts & Conclusions	
5	19/07/11	Technical Writer's Workshop (Appendix A)	
5	20/07/11	Developing Websites (Chapter 13) Preparing an e-Portfolio	
5	21/07/11	Draft 2: Peer Review	Draft 2 Deadline: Abstract, Intro, Discussion, Conclusion, References and Appendices
6	24/07/11	Ethics in Technical Writing and Communication	
6	25/07/11	User Manuals (Chapter 17)	
6	26/07/11	Peer Review of E-Portfolios	E-Portfolio Deadline
6	27/07/11	Revision of Key Concepts and Skills	
6	28/07/11	Final Exam (may be changed to 31st July)	

Assessment

	Weight
Oral Presentation & Reflections	20%
Written Assignments & e-Portfolio	60%
Final Exam	20%