Course Objectives
Students will master technical report formats and address topics and issues within their majors as they write memorandums and reports for varied purposes and varied audiences. They will work to achieve clear, concise, and accurate writing styles appropriate to their fields and, in doing so, increase their writing experience and their knowledge of writing formats for potential employers and careers. The quarter’s goal is to leave English 310 with an understanding of technical report formats, concise writing styles, and high standards of grammar and usage.

Course Requirements
English 310 presents practical assignments within a survey of technical writing formats that might be included in the workday world; consequently, a serious, workday approach to textbook reading assignments, on line lecture material, report deadlines, and personal ethics is expected. To that end, *late assignments and revision of work will not be accepted, plagiarism will not be tolerated, and all work must be completed to pass the course.* Communication concerning due dates that are impacted by life-problems should take place before the anticipated deadline through email or in person. Such communication is expected and appreciated, yet an excused deadline must not be assumed.

Since English 310 students are upper division and have completed Central’s English 101 and 102 (or the equivalent), or have transferred to CWU with AA degrees, grammar and usage are assumed to be acquired basic skills. However, because many students continue to experience problems with these skills and concepts, and because several of these are crucial in technical writing, a number of 310 assignments are intended to help students perfect this important writing component.

Texts
*The Elements of Technical Writing*; Thomas Pearsall; Allyn & Bacon, Third edition.
*Handbook of Technical Writing*; Brusaw, Alred and Oliu; St.Martin’s Press, 10th edition.

Grades

<table>
<thead>
<tr>
<th>Percentages assigned for each report and exam</th>
<th>All report criteria:</th>
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<tbody>
<tr>
<td>Introductory Discussion Board memo P/F</td>
<td>Content/Focus/Detail</td>
</tr>
<tr>
<td>Instructions report with cover memo 10 percent</td>
<td>Specific Format/Design</td>
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<tr>
<td>Technical report 20 percent</td>
<td>Organization/Purpose</td>
</tr>
<tr>
<td>w/ Literature review and cover memo</td>
<td>Sentences/Diction/Style</td>
</tr>
<tr>
<td>Proposal 20 percent</td>
<td>Documentation</td>
</tr>
<tr>
<td>Progress report (DB) P/F</td>
<td>Accumulative Grammar/Usage</td>
</tr>
<tr>
<td>Feasibility report with cover memo 15 percent</td>
<td>Attention to prof’s previous assignment comments</td>
</tr>
<tr>
<td>Exams (4) 25 (6-6-6-7)</td>
<td></td>
</tr>
<tr>
<td>DB (Discussion Board) topic posts 10 (3-3-4)</td>
<td></td>
</tr>
<tr>
<td>100 percent</td>
<td></td>
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</tbody>
</table>
| Week 2 Sept 20-24 | Assignment: Introductory memo on DB*  
Read: P* 1, 2, 3  
Lectures: Intro to tech writing, memo format, situational analysis | MON TUES WED THU FRI |
|-------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                    | *DB = Discussion Board  
*P = Pearseall  
*HB = Handbook |
| S24                | S25 Class begins—Read all that is posted so far—  
S26                | S27 Read DB intro memo posts (you may always post early) |

| Week 3 Sept 27-Oct 4 | Assignment: Instructions, Exam 1 on parallelism  
Read: P9 to 130, HB* Instructions  
Lectures: usability, parallelism/list making, basic grammar expectations | MON TUES WED THU FRI |
|----------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                      | *Instructions due on DB by midnight  
O1 Read instruction report module posts  
O2 O3 O4 Instructions topic ideas due on DB by midnight |
| O7 EXAM 1 Due by midnight  
O8 Apply Exam 1 terms in Instructions  
O9 Instructions Due by midnight  
O10 Read tech report module posts  
O11 |

| Week 4 Oct 1-8 | Assignment: (technical report), Exam 2, topic ideas on Discussion Board  
Read: HB lit review, HB documentation & documenting sources, HB formal reports P5 and 6  
Lectures: page design & graphics, pagination | MON TUES WED THU FRI |
|----------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                | *Instructions due on DB by midnight  
O14 O15 O16 (instructions returned)  
O17 O18 Tech report topic ideas Due on DB by midnight  
| O14 EXAM 2 Due by midnight  
O22 Apply Exam 1 & 2 in Tech report  
O23 O24 O25 |

| Week 5 Oct 9-13 | Assignment: (technical report)  
Read: P4  
Lectures: pronoun agreement, basic sentence structure | MON TUES WED THU FRI |
|----------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                | *Technical Report Due by midnight  
O21 EXAM 2 Due by midnight  
O22 O23 O24 O25  
| O28 Technical Report Due by midnight  
O29 Read proposal module posts  
O30 O31 N1 |

| Week 6 Oct 16-20 | Assignment: Proposal/Feasibility report, topic ideas on DB, Exam 3  
Read: P9 136-139, HB proposals  
Lectures: proposal format | MON TUES WED THU FRI |
|------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposals Due on DB by midnight  
O28 Proposal Due by midnight  
O29 O30 O31 N1  
| N4 EXAM 3 Due by midnight  
N5 (tech report returned)  
N6 N7 N8 Proposal Ideas Due on DB by midnight  
| N11 Veterans' Day HOLIDAY  
N12 N13 N14 N15 |

| Week 7 Nov 2-6 | Assignment: (proposal), Exam 3  
Lectures: style and diction, editing,  
Collect feasibility report data  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| MON TUES WED THU FRI |
|----------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposals Due on DB by midnight  
N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned) |

| Week 8 Nov 7-11 | Assignment: Progress Report on DB,  
Read: HB progress reports, P9 139-140  
Lecture: using numbers | MON TUES WED THU FRI |
|----------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposal Due on DB by midnight  
N11 Veterans' Day HOLIDAY  
N12 N13 N14 N15  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned) |

| Week 9 Nov 12-16 | Assignment: (progress and feasibility reports), Exam 4  
Read: P7, HB executive summary  
Lectures: executive summary, feasibility report format  
Collect feasibility report data  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| MON TUES WED THU FRI |
|------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposal Due on DB by midnight  
N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| N18 Proposal Due by midnight  
N19 Read progress and feasibility Module posts  
N20 Collect feasibility report data  
N21 N22 (proposal returned) |

| Week 10 Nov 17-21 | Assignment: (feasibility report)  
Lecture: review format expectations  
Collect feasibility report data  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| MON TUES WED THU FRI |
|-------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposal Due on DB by midnight  
N25 Progress Report Due on DB by midnight  
N26 Thanksgiving RECESS  
N27 Thanksgiving RECESS  
N28 N29  
| D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6  
| D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6  
| D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6 |

| Week 11 Dec 2-6 | Assignment: Exam 4, comprehensive review for final report: review format, exam terms and usage, page design, situational analysis, and feasibility report criteria to produce the best feasibility report possible  
Collect feasibility report data  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| MON TUES WED THU FRI |
|------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                 | *Proposal Due on DB by midnight  
D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6  
| D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6  
| D2 EXAM 4 Due by midnight  
D3 Apply all skills, concepts, and Exam terms in Feasibility  
D4 D5 D6 |

| FINALS Week Dec 9-13 | Assignment: Feasibility Report Due on DB by midnight  
Collect feasibility report data  
N20 Collect feasibility report data  
N21 N22 (proposal returned)  
| MON TUES WED THU FRI |
|----------------------|-------------------------------------------------|-------------------|-------------------|-------------------|
|                     | *Proposal Due on DB by midnight  
D9 STUDY DAY  
D10 Feasibility Report Due by midnight  
D11 D12 D13 (feasibility report returned by midnight)  
| D9 STUDY DAY  
D10 Feasibility Report Due by midnight  
D11 D12 D13 (feasibility report returned by midnight)  
| D9 STUDY DAY  
D10 Feasibility Report Due by midnight  
D11 D12 D13 (feasibility report returned by midnight)  
| D9 STUDY DAY  
D10 Feasibility Report Due by midnight  
D11 D12 D13 (feasibility report returned by midnight) |