English 404 Online
Advanced Technical Writing
Spring 2011

Instructor
Karen Gookin
goookink@cwu.edu
L&L 404, CWU MS 7558
Ellensburg, WA 98926

Office Hours
Online MW 10-Noon
Phone/office by appt

Course Objectives
Students will analyze audiences for a variety of communication situations and create
documents using a number of different technical writing formats. They will use a concise
technical writing style appropriate to their fields, writing in correct sentences that master
standard English usage and grammar. As students consider issues and controversies in
their fields, they will work toward an awareness of the importance of ethics in all
technical writing.

Course Requirements
This online course assumes that students have taken English 310 (Technical Writing) or,
with the instructor’s permission, an equivalent class in the Business or Communication
majors. Grammar and usage are assumed skills, as is an awareness of the purpose and
focus of technical writing: to transfer information to the reader in as accessible, clear and
concise a manner as possible. Thus, content, format, and audience are of most
importance, not the individual writer’s style or personality.

Because this class takes place entirely on line, students are expected to communicate
through their CWU email accounts and the Blackboard class site Discussion Board.
Therefore, students are asked to check their cwu.edu accounts regularly. That is my only
way to connect, as well. Phone and campus office conferences are available by
appointment, and students are encouraged to stop by if they are on the Ellensburg
campus.

Revisions of work are not allowed, and late assignments will not be accepted without the
instructor’s permission. Communication concerning life-problems that interfere with
assignments should take place before the anticipated deadline—if possible—through
email memorandum or telephone. Such communication is expected and appreciated, yet
excused deadlines should not be assumed. Plagiarism will result in an F for the class.

To truly succeed in any of the technical writing assignments for English 404, students
must acquire an understanding of the content in the assigned text readings, in the
accompanying lecture notes posted on Blackboard, and in the web links made available.

Text

Graded Assignments and Weights

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory memo</td>
<td>P/F</td>
</tr>
<tr>
<td>Ethics report</td>
<td>10%</td>
</tr>
<tr>
<td>Revised Instructions</td>
<td>15%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>15%</td>
</tr>
<tr>
<td>Informative report</td>
<td>20%</td>
</tr>
<tr>
<td>Fact sheet/brochure</td>
<td>20%</td>
</tr>
<tr>
<td>Exercises</td>
<td>20% (5% each)</td>
</tr>
</tbody>
</table>