HIBBING COMMUNITY COLLEGE
COURSE OUTLINE

COURSE TITLE & NUMBER: Technical Report Writing: ENGL 1070
CREDITS: 3 (3 Lec/0 Lab)
PREREQUISITES: None

CATALOG DESCRIPTION:

Technical Report Writing is a course that covers the practice of writing various technical documents ranging from the memorandum, letter of application and resume, reports, analysis/description to the major analytical research project. This course is designed for students in professional, technical, and science programs.

OUTLINE OF MAJOR CONTENT AREAS:
I. Technical writing: the language
   A. Criteria for effective technical communication
      1. Active voice
      2. Short sentences for emphasis
      3. Exact word choice
      4. Specific and concrete
      5. Proper tone
      6. Legal and ethical implications of word choice
   B. Editing
      1. Ambiguity
      2. Wordiness
      3. Redundancy
      4. Needless qualifiers
      5. Jargon
      6. Misleading euphemisms
      7. Personal bias
      8. Gender-biased language
II. Ethical issues in the work place
   A. Identify ethical issues
   B. Analyze ethical issues
   C. Solving ethical issues
III. Process: major research essay
   A. Issue selection
   B. Audience and purpose
   C. Primary and secondary sources
   D. Working bibliography
   E. Plagiarism
   F. Quoting, paraphrasing, and summarizing
G. Evaluating sources
H. Claim
I. Preliminary outline
J. Working outline
K. Works cited page
L. MLA review
M. Rough draft
N. Final copy

IV. Analytical report
A. Identify audience and purpose
B. Working outline
C. Use of graphics
D. Peer editing rough draft
E. Final copy

V. Information: memorandum
A. Identify purpose
B. Audience profile
C. Memorandum format
D. Peer edit rough draft
E. Final copy

VI. Resume and letter of application
A. Job description
B. Letter of application
C. Resume
D. Follow-up letter
E. Interview preparation

VII. Persuasion
A. Identify purpose
B. Audience
C. Identify and analyze issues
   1. Fallacies in logic
   2. Appeals
   3. Inference and implication
   4. Bias and slant
D. Refute arguments
E. Further support
F. Peer edit rough draft
   1. Clarity
   2. Structure and organization
   3. Evaluation of argument
G. Final copy

COURSE GOALS/OBJECTIVES/OUTCOMES:
Students will
1. identify and apply the criteria for effective technical communication.
2. identify and edit errors for effective technical communication.
3. identify controversial ethical issues in workplace communication.
4. analyze ethical issues through collaborative learning activities.
5. propose and compose solutions to ethical issues.
6. research for issue selection for the major research project.
7. identify audience and purpose for major essay.
8. identify and differentiate between primary and secondary sources.
9. define plagiarism and explain the rules on what not to do.
10. know how to summarize, paraphrase, and quote according to the MLA format.
11. evaluate sources for credibility.
12. establish a claim for the major essay.
13. prepare a preliminary outline.
14. prepare a working outline that incorporates claim and topic sentences.
15. prepare a correct works cited page according to the MLA format.
16. review the MLA format--the procedures and criteria.
17. compose a rough draft.
18. peer edit rough draft.
19. submit final research essay with works cited page.
20. define analytical report.
21. identify audience and purpose for report.
22. prepare working outline.
23. employ graphics to enhance/illustrate main points.
24. peer edit rough draft for structure, clarity, and purpose.
25. submit final analytical essay
26. define and identify various types of memorandum.
27. identify purpose for memorandum assignment.
28. conduct an audience profile for purpose.
29. compose rough draft using the correct memorandum format.
30. peer edit rough draft for structure, format, clarity, and purpose.
31. submit memorandum.
32. define letter of application and resume.
33. prepare job description.
34. compose letter of application, as related to job description.
35. compose resume, as related to letter of application and job description.
36. define and compose follow-up letter.
37. prepare interview strategies.
38. select issue for the persuasion letter/report.
39. define and establish purpose.
40. conduct audience profile.
41. identify and analyze issues through collaborative activities.
42. identify and analyze fallacies in logic.
43. identify and analyze appeals.
44. identify and analyze inference and implication.
45. identify and analyze bias and slant.
46. identify and refute opposition arguments.
47. prepare further support.
48. peer edit rough draft for purpose, clarity, structure, format, and logic.
49. submit letter of persuasion.

MNTC GOALS AND COMPETENCIES MET:
Communication

HCC COMPETENCIES MET:
Working productively and cooperatively
Communicating clearly and effectively
Thinking creatively and critically

STUDENT CONTRIBUTIONS:
Students are expected to attend all class sessions, participate in activities and discussions, listen to and follow directions, complete assignments on time, and request assistance when needed. In addition, students will be expected to work collaboratively, to contribute to a productive learning environment, and to complete a major research report.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS, ETC.).

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