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## FOR 220.00: Technical Writing

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## TECHNICAL WRITING

### Forestry 220 • 2 credits

#### Required Materials

- *Technical Writing Style* by Dan Jones
- *The Gregg Reference Manual* (Eighth Edition) by William A. Sabin
- *Faculty Packet for Forestry 220* UC Bookstore
- A 3-ring binder to keep faculty packet materials, handouts, initialed drafts and revisions

#### Course Description

The focus in this course is upon familiarizing students with the strategies necessary to write effective technical prose.

We will:

- Study difference prose styles ranging from plain to unnecessarily complex.
- Look at styles within different discourse communities.
- Consider the persuasive nature of technical writing.
- Discuss many general diction problems that technical writers share with all other writers.
- Focus on the challenges of using technical terminology.

Students will:

- Learn how to write more effective technical sentences, paragraphs and other segments.
- Study the traditions of personal and impersonal scientific and technical writing.
- See how to establish a wide range of tones, including humor, in technical documents.
- Study some major style issues concerning gender and ethics for technical writers.
- Understand library research techniques and how to evaluate websites and information found on the Internet.
- Discuss case studies, exercises and study questions in class.
- Workshop (critique) other students' writings in a group atmosphere.

Writing assignments include a summary of a journal article, an analysis of writing style, employment documents (a cover letter and a resume), a message using a Rogerian argument format, and exercises from the Jones' text. Other written assignments include exercises from the faculty packet and exercises from the *Gregg Reference Manual*.

Some exercises will be optional and for extra credit.

#### Course Requirements

Students will complete all exercises, readings, and drafts by the assigned day. Late assignments will either not be accepted or penalized by deducting points. Students are expected to be prepared to discuss assigned readings and exercises in class and to participate in workshops by bringing in assigned work and by commenting upon other's work. Attendance is mandatory. Unexcused absences and failure to participate in class will result in fewer final grade points.

#### Typing/Preparation

Type or prepare all assignments (including drafts and exercises) on a word processor so that work is legible and readable. Use a font size between 10-12 points. Double-space all work unless otherwise instructed. Name, section number, date, assignment information and a title should appear on the first page of all assignments – including the exercises. Staple pages together.

#### Workshops

During writing workshops, students will read each other's work and comment upon it in small groups (3-4 students). Workshopped copies of papers and workshop notes/comments from group and instructor are to be turned in with final drafts. Final drafts with no workshopped copies will be deducted 10% of the final grade for the paper.



<b>Week</b>			<b>Assignments/Discussion</b>	<b>Readings for week</b>
5	Tuesday	Oct 3	DUE: WORKSHOP FIRST DRAFT OF SUMMARY; bring 2 copies of typed draft of summary and 1 copy of journal article	
	Thursday	Oct 5	Discussion: Employment Documents Discussion: Plagiarism and Documentation DUE: JONES' EXERCISE (CHAPTER 3) DUE: COPY OF JOB ANNOUNCEMENT	Fac Pac 71-97
6	Tuesday	Oct 10	DUE: FINAL DRAFT OF SUMMARY (attach all workshop copies and a copy of journal article) Discussion: More employment documents...	Fac Pac 71-97
	Thursday	Oct 12	Showing and Telling Discussion- Jones Readings -- Persuading through Style	Fac Pac 47 Chapter 4 Fac Pac 139-143
7	Tuesday	Oct 17	DUE: JONES' EXERCISE (Chapter 4) WORKSHOP FIRST DRAFT OF RESUME AND COVER LETTER. Bring 2 copies of resume, cover letter, and job announcement	
	Thursday	Oct 19	Discussion: Transitions Discussion - Jones' Readings— Choosing the Appropriate Words Bring in an example of a common diction fault from Jones' list in Chapter 5.	Fac Pac 103-110 Chapter 5 Fac Pac 102
8	Tuesday	Oct 24	DUE: FINAL DRAFT OF RESUME AND COVER LETTER. Attach all workshop copies and a copy of job announcement. DUE: Aluminum revision (see p. 110 fac pac) Type it! Discussion Jones' readings Handling Tech. Terms and Jargon	Chapter 6
	Thursday	Oct 26	DUE: JONES' EXERCISE CHAPTER 5 Bring in an example of jargon, gobbledegook or specialized language (such as cant, tech speak, shop talk--see Chapter 6)	
9	Tuesday	Oct 31	DUE: JONES' EXERCISE (Chapters 6) Discussion: Analyzing Style, Organiz. and Develop. Jones Readings -- Structuring Paragraphs Topic Sentences/Thesis Statements	Fac Pac 111-120 Chapter 8 Fac Pac 121-123
	Thursday	Nov 2	DUE: Organization exercise Fac Pac p.114 (Type it!) Discussion: Analyzing for style-the journal article Be prepared to discuss journal article in faculty packet	Fac Pac 124-131 Fac Pac 50-54

Some assignments may not be on this calendar or there may be changes to calendar during semester. Instructor will advise students of any changes to this calendar at least a week prior to change. Student is responsible for keeping up with assignments as given on this calendar and as given in class. Students should do assigned readings prior to class.

<b>Week</b>			<b>Assignments/Discussion</b>	<b>Readings for week</b>
10	Tuesday	Nov 7	HOLIDAY: ELECTIONS	
	Thursday	Nov 9	DUE: JONES' EXERCISE (Chapter 8) BRING IN THESIS STATEMENTS/OUTLINE OF ORGANIZATION OF JOURNAL ARTICLE ANALYSIS	
11	Tuesday	Nov 14	WORKSHOP FIRST DRAFT OF JOURNAL ARTICLE ANALYSIS BRING 2 copies of draft and 1 copy of journal article	
	Thursday	Nov 16	DUE: FINAL DRAFT OF JOURNAL ARTICLE ANALYSIS (attach all workshop copies and a copy of journal article) Jones Reading--Establishing an Appropriate Tone Chapter 9 Fac Pac 134-137	
12	Tuesday	Nov 21	DUE: FINAL DRAFT OF JOURNAL ARTICLE ANALYSIS (attach all workshop copies and a copy of journal article) Bring in examples of "tone" to discuss today--continuation of discussion from last week. Discussion: Jones' Considering Style and Bias Chapter 10 Bring in examples of bias to discuss today. Fac Pac 138	
	Thursday	Nov 23	HOLIDAY - THANKSGIVING	
13	Tuesday	Nov 28	DUE: EXERCISES FROM JONES (Chapters 9 and 10) Discussion: Jones' Readings— The Ethics of Style Chapter 11	
	Thursday	Nov 30	Bring in examples of code of ethics or unethical writing /advertising and discuss today. Continuation of discussion from Tuesday. Discussion: Jones--Creating Sentences with Style Chapter 7	
14	Tuesday	Dec 5	DUE: JONES' EXERCISE CHAPTER 11 Discussion-Jones Readings— Editing for Style Memos and Messages Chapter 12 Fac Pac 139-143	
	Thursday	Dec 7	DUE: JONES' EXERCISES (CHAPTERS 7 AND 12) Revisiting Rogerian Style--Messages Fac Pac 144-152 Jones pp. 71-74	
15	Tuesday	Dec 12	WORKSHOP FIRST DRAFT OF REVISED MESSAGE Bring 2 copies of draft	
	Thursday	Dec 14	DUE: FINAL DRAFT OF REVISED MESSAGE Attach all workshop copies. What have we learned about technical writing and its style?	
16	Tuesday	Dec 19	Finals week -- schedule to be announced	

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