

Des Moines Area Community College

Course Information – EFFECTIVE Aug. 2006

Acronym/Number ENG 108

Historical Ref. [ENGL 119](#)

Title Comp II: Technical Writing

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|-----------------|----------|----------|----------|-----------|------------------|
| Credit breakout | <u>3</u> | <u>3</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | (credit | lecture | lab | practicum | work experience) |

PREREQUISITE(S): ENGL 117

COURSE DESCRIPTION:

A study of technical/business communication with emphasis on writing in the workplace. Course materials include written and oral communication to a variety of audiences in different situations. There will be special focus on individual career goals.

COURSE COMPETENCIES:

During this course, the student will be expected to:

1. Adapt communication for a variety of audiences and purposes.
 - 1.1 Identify anticipated audience.
 - 1.2 Establish purpose for the communication.
 - 1.3 Analyze needs of audience receiving the communication.
2. Practice elements of writing process related to business and technical writing.
 - 2.1 Gather information necessary specific anticipated audience.
 - 2.2 Perform necessary pre-writing strategies such as clustering, brainstorming or outlining.
 - 2.3 Construct a draft from an organizational plan.
 - 2.4 Revise draft for accuracy, completeness and reader centeredness.
3. Construct clear, concise language using applicable revision strategies.
 - 3.1 Check the spelling of words.
 - 3.2 Select precise words.
 - 3.3 Point out and eliminate unnecessary words, flowery language, judgmental language, shoptalk, and pompous tone.
 - 3.4 Recognize sexist and other forms of discriminatory language.
 - 3.5 Eliminate sexist and discriminatory language.
4. Demonstrate knowledge of job-related writing characteristics.
 - 4.1 Differentiate between business and technical communications.
 - 4.2 Select appropriate voice, active or passive.
 - 4.3 Use parallel constructions.
 - 4.4 Write economical, easy to read sentences.
 - 4.5 Create graphic devices within a text for emphasis and easy reading such as

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- headings, subheadings, numbering, underlining, boldface, asterisks, lists, italics, etc.
- 4.6 Recognize the purpose and function of bar charts, line graphs, flow charts, organization charts, drawings, maps, and photographs.
 - 4.7 Construct visuals to clarify and condense information.
5. Demonstrate typical business/technical writing forms appropriate to the writer's message, purpose, and audience.
- 5.1 Identify typical letter formats used in the business world.
 - 5.2 Recognize conventional memorandum formats.
 - 5.3 Write a brief, focused memorandum in an appropriate format.
 - 5.4 List the elements of a conventional format for a business letter.
 - 5.5 Prepare various typical business letters such as as letters of application, inquiry letters, sales letters, customer relations letters, thank-you letters, order letters, complaint letters, or follow-up letters in response to given situations, using conventional elements and formats.
 - 5.6 Construct various proposals, both internal and external, solicited and unsolicited, in response to given situations, using conventional elements and formats.
 - 5.7 Compose short reports such as informal, semi-formal, or semi-technical reports (periodic reports, sales reports, progress reports, etc.) in response to given situations, using conventional elements and formats.
 - 5.8 Prepare a resume and corresponding cover letter using conventional elements and formats.
 - 5.9 Construct technical documents such as an extended definition or a mechanism description, in response to give situations, using conventional elements and formats.
6. Demonstrate speaking skills appropriate to audience and purpose.
- 6.1 Differentiate between the informal briefing and the formal speech.
 - 6.2 Select business related topic appropriate to specific audience.
 - 6.3 Organize an introduction, body and conclusion using conventional elements and format.
 - 6.4 Construct a speech outline to represent the introduction, the body, and the conclusion.
 - 6.5 Construct a visual appropriate for oral presentation.
7. Demonstrate current documentation standards.
- 7.1 Recognize the MLA or APA definition of plagiarism.
 - 7.2 Apply MLA parenthetical documentation or APA guidelines for documentation.

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COMPETENCIES REVIEWED AND APPROVED BY:

DATE: _____

FACULTY:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Preparation

date: 7/96

by: Dale Norris

Campus: A B C U N W OC

extension: 6270

Revision(s): _____