

Course Objectives

This course is designed to develop skills that will enable to produce clear and effective scientific and technical documents. While the emphasis will be on writing, oral communication of scientific and technical information will form an important component of the course, as well.

Learning Outcomes:

- Act ethically in their role in the communication situation.
- Apply concepts of information design. These concepts include effective ways to design documents for print, web, and other electronic means of communication in order to construct documents meaningful to the audience.
- Use visual items in effectively constructing meaning in communication situations.
- Create clear, concise technical documents that effectively use style and grammar and information structure in ways that create meaning with the reader.
- Collaborate effectively in various writing situations, including planning, creating, and managing, evaluating, editing and revising document production.

Syllabus:

Unit No	Topics
1	<p>Lab Work: Foundation of Reading & Writing, Introduction to Technical Writing, Introduction to research papers, articles, technical notes, Document Development Life Cycle, Software Tools (Latex, etc.), concept of technical publication</p> <p>Students create a variety of projects, drawn from the genres listed below, and engage in numerous discussions and group activities to facilitate their ability to create effective documents.</p>
2	<p>Case Study: Design Specification, User Manual / Guides, Hardware Manuals, Installation Manuals, Online Help, Web sites, Analytical/Feasibility Reports, Proposals (Business Development Perspective), Lab/Science Reports, Project proposal writing, Abstracts, Progress reports</p>

Reference Books

Markel, Mike. Technical Communication. 7th ed. New York, NY: Bedford/St. Martin's, 2003. ISBN: 9780312403386.

Buy at Amazon Hacker, Diana. A Pocket Style Manual. 4th Ed. New York, NY: Bedford/St. Martin's, 1999. ISBN: 9780312406844.

Perelman, Leslie C., James Paradis, and Edward Barrett. The Mayfield Handbook of Technical and Scientific Writing. New York, NY: McGraw-Hill, 1997. ISBN: 9781559346474.