

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number: ENG 115**

**Credits: 3**

**Course Title:** Technical Writing

**Course Description (including lecture hours, lab hours, total contacts)**

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Provides instruction and practice in basic principles of oral presentation. Lecture 3 hours per week.

**General Course Purpose**

ENG 115 develops skills for effective written and oral communication in the business, technical, and professional workplace. Students learn to present themselves professionally in writing and speaking. Students develop an understanding of how to target specialized audiences and multiple audiences and to adjust their oral or written presentation to an audience. Also, students learn to access and critically assess information, to employ audience specific documentation. As a writing intensive course, ENG 115 requires students to produce no less than 12 to 15 pages of drafts, some in peer collaboration, leading to no less than 12 to 15 pages of polished documents, including a range of genres such as memos, professional letters, reports, Web pages, analyses, glossaries, and summaries based on primary and secondary source materials.

**Course Prerequisites/Corequisites** (*Entry-level competencies **required** for enrollment*)  
ENG 111 or approval by English program head.

**Course Objectives** (Each item should complete the following sentence.)

Upon completing the course, students will be able to:

- a. Communicate effectively in written and oral discourse in the business, technical, and professional workplace
- b. Understand audience and how to target specialized audiences or multiple audiences in writing and speaking; adjust register for targeted audience in writing and speaking
- c. Access and critically assess information
- d. Understand and employ documentation
- e. Present themselves professionally in writing and speaking

**Major Topics to be Included**

- a. Observing a process, taking notes, reporting findings as a summary.
- b. Distinguishing observation (objective) from interpretation (subjective): demonstrating this separation as summary writing.
- c. Thinking and writing critically about the workplace climate, workplace documents, and workplace communication.
- d. Writing up clear analyses in job-related contexts (technical, business, professional): observing and gathering data; analyzing data; making recommendations.
- e. Knowing how to search the World Wide Web to access work-related information (technical, business, professional).

- f. Generating and evaluating information retrieved from electronic databases (e.g., The Virtual Library of Virginia: VIVA).
- g. Understanding and employing documentation.
- h. Generating information through students' field assignments, for example, interviews with co-workers and/or supervisors; information gathering about communication and writing in workplace contexts.
- i. Presenting oneself professionally or advertising a business through electronic media (Web pages, e-mail, resumes, professional correspondence, and oral presentations).
- j. Understanding and employing effective communication in the workplace (shifting registers or adjusting to diverse audiences; sending one communication targeted to multiple audiences).
- k. Employing visuals appropriately to support communication.

**Effective Date of Course Content Summary (Month, Date Year):** February 13, 2009