

ENGLISH 330 INTRODUCTION TO TECHNICAL WRITING

FALL 2007

Week	Activities	Markel	Documents
8/20	Intoduction to course: audience	1,3,5	Introduction letter
8/27	Formats	2	Adjustment letter
9/3	Means and expectations	6	Case 1
9/10	Sales documents	4	Sales letter
9/17	Simulation and resume	7	Application and resume
9/24	Inquiries	16,17	Memo of inquiry
10/1	Proposal and feasibility		Proposal
10/8	Suasion		Case 2
10/15	Documentation	Handouts	
10/22	Definition	19	Case 3
10/29	Procedures	Handouts	Definition
11/5	Executive summary	Formats	Progress Report
11/12	Format workshop	Design checklists	
11/19	Oral presentation guidelines	Thanksgiving Holiday 21, 22, and 22	
11/26	Oral presentations		
12/3	Review		Final Project
12/10	Final examinations		
12/15	Commencement		