



COURSE DESCRIPTION

2016 Winter Session (2016-2017 Academic Year)

ENGL 301-002: Technical Writing - Gisèle M. Baxter

Technical Writing

Term 1

TTh, 9:30 - 11:00 a.m.

This course examines the principles of written and oral communication in various professional activities. You will spend much of term producing a formal report, in which you will investigate concerns in a real-life workplace, organization, or community, and make recommendations for solution or improvement. This report is a multi-part assignment, involving a proposal, a progress report, an oral presentation, and the final report itself with all of its apparatus. Evaluation will also include short assignments, such as a job application (letter and resumé) and a set of instructions, as well as participation in classroom and Connect-based discussion, and completion of short exercises on Connect. Our discussions will consider the requirements and the ethical concerns of these forms of communication, given their specific aims, methods, and goals. In some ways, you can think of this course as an extended report-writing Boot Camp; it is an intensive, useful preparation for the last phase of your undergraduate degree, as you start applying to professional and graduate programs, and for the years beyond of work and community involvement. Please check my blog at <http://blogs.ubc.ca/drgmbaxter/> for a fuller description of the course, its assignments, and its texts.