

Spring 1-15-1999

# ENG 3005-002: Technical Report Writing

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## 3005-002 Technical Report Writing Spring 1999

Dr. Julie Campbell  
CH 314E, 581-6305  
Office hours MWF 9:00-10:00am, 2:00-3:00pm  
E-mail cfjdc@eiu.edu

10:00-10:50  
MWF--CH340

### Texts and Materials

- Anderson, Paul V. *Technical Communication A Reader-Centered Approach*  
Harcourt Brace.
- e-mail account from EIU
- 3.5" high density computer disks (IBM compatible)

### Course Objectives

This course is designed to help you develop professional communication skills. The following are our three main course objectives:

1. To familiarize you with some of the kinds of writing that you will do professionally and to give you practice developing these kinds of documents.
2. To help you produce professional documents that are clear, concise, and effective.
3. To help you learn to analyze audiences and to recognize and use conventional styles of written and oral presentation for specialists and non-specialists.

To succeed in this course, you must be willing to work independently on individual and group projects. Some important skills you will develop throughout the semester are as follows:

1. Working independently and in groups to meet a deadline.
2. Critiquing and editing your own writing and that of others.
3. Using research methods and materials effectively.

### Policies

--The English Department statement on plagiarism stipulates that any teacher who discovers an act of plagiarism--"The appropriation or imitation of the language, ideas, and/or thoughts of another author and representation of them as one's original work" (*Random House Dictionary of the English Language*)--has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assigned essay and a grade of NC for the course, and to report the incident to the Judicial Affairs Office.

--Hand assignments in on time. If you're having problems, let me know. Assignments a week or more late will not be accepted at all. If you miss an exam, you have only one week in which to make it up, and it will not be the same exam given in class.

--**All assignments must be prepared to look professional.** Word-processing is required for all work. Documents should be printed on laser printers or very high quality ink jet printers. Messy printing, errors in proofreading, incorrect formats, and poor page design will substantially reduce grades. Unless otherwise noted, assignments should be double-spaced with standard one-inch margins.

--If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

--Be prepared for class. You'll get a lot more out of class discussions and group work if you are participating in them, and I'll notice if you do not seem prepared to participate.

**Note**

Dates of assignments, presentations, and syllabus content may be subject to change as the semester progresses.

**Requirements**

Assignments/Quizzes	30%
Exams 1 & 2	20%
Report or Proposal	20%
Instructions	20%
Oral Reports	10%

**Plan of Work**

Note: Some days we will be in the computer classroom; other days we will be in the regular class room. We will adjust our class activities accordingly.

--Web pages/Internet Assignments

--Reports/Proposals

--Oral Reports

--Exam 1

--Correspondence

--Resumes

--Instructions

--Oral Reports

--Exam 2