**English 206
Summer 2015
Weekly Syllabus**

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**Textbook**: Markel, M. (2012). *Technical communication*. (10th ed.). Boston: Bedford St. Martin’s.

**Week 1 (June 1-5)**

* Introduction to the course: policy and attendance regulations
* Introduction to Technical Communication (**chapter 1**)
* The stages of the writing process: Writing Technical Documents (**3**); Working Collaboratively (**4**)
* Introduction to research requirements & report types
* In-class writing

**Week 2 (June 8-12) *FINALIZE RESEARCH TOPICS***

* Research proposals & memos
* Continue research proposals
* Jafet Library
* Researching Your Subject (**6)**
* Collaborative work

**Week 3 (June 15-19) *RESEARCH PROPOSALS DUE***

* Writing Recommendation Reports (**19**)
* Practice recommendation reports
* Continue practice reports
* Designing Documents and Web Sites (**11**)
* Creating Graphics (**12**)

**Week 4 (June 22-26)**

* Writing Informational Reports (**17**)
* Practice progress reports
* Drafting Front Matter and Back Matter (**19**)
* Collaborative work
* Conferencing

**Week 5 (June 29-July 3) *RESEARCH DRAFTS & PROGRESS REPORTS DUE***

* Writing Proposals (**16**)
* Proposals (cont’d)
* Practice work
* Presentation of practice work
* Graded report: proposal

**Week 6 (July 6-10)**

* Writing Correspondence (**14**)
* Practice work
* Continue practice work
* Making Oral Presentations (**21**)
* Graded letter

**Week 7 (July 13-17) *RESEARCH PROJECTS DUE***

* Conferencing
* Oral presentations
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