

Chemeketa Community College
4000 Lancaster Drive NE
PO Box 14007
Salem, Oregon 97309-7070

Course Outline

Course Identification COM053 **Credits** 3 **Date** 02/06

Course Title: Technical Report Writing

Total Instructional Hours, for Course, per Term:

<u>33</u> Lecture Hours	=	<u>3</u> Credit(s)
<u>0</u> Laboratory Hours	=	<u>0</u> Credit(s)

Prerequisite Course(s):

COM051 Communication Skills or equivalent as determined by instructor

Required Text(s):

Reep, Diana C., *Technical Writing: Principles, Strategies, and Readings*, Current Edition

Course Description:

Serves as the report writing class for students following a vocational (non-transfer) track of study. Features the writing of a variety of reports, emphasizing clarity, coherence, conciseness, and accuracy, with a specific audience addressed. Includes memos, laboratory reports, narration reports, description and definition reports, process reports, and research reports.

Performance Based Learner Outcomes:

Upon successful completion of the course, students should be able to:

1. Use conventional grammar/punctuation/mechanics in reports.
2. Determine and distinguish between informal and formal writing situations.
3. Distinguish between objectivity and subjectivity in writing.
4. Write a variety of technical reports for a specific audience.
5. Use strategies to identify specific audiences and make writing decisions relevant to that audience.
6. Employ appropriate rhetorical strategies (e.g., chronological, spatial, classification and division, comparison and contrast, etc.) to reports.
7. Organize all documents following the basic introduction, body, and conclusion structure.
8. Employ headings and other formatting considerations.
9. Offer illustrations/visual aids to supplement the report.
10. Gather information from various primary and secondary sources of information and organize a short report based upon that information.
11. Use APA format for documentation and reference list.

Course Content Outline:

- I. Introduction to Technical Writing
- II. Technical Writing Features
 - A. Objectivity vs. subjectivity
 - B. Effective sentences/paragraphs
 - C. Miscellaneous considerations
 - 1. Punctuation/grammar/mechanics review (as needed)
 - 2. Gender issues
 - 3. Ambiguity, noun strings, redundancies, deadwood, jargon, word choice, connotation/denotation
- III. Audience Analysis
 - A. Determining audience
 - B. Accommodating that audience
- IV. Report Writing
 - A. Formal
 - 1. Either instructions, narration, or process
 - 2. Description
 - 3. Definition (optional)
 - 4. Summaries/abstracts
 - 5. Proposals/feasibility studies (as needed)
 - 6. Mini research report with documentation
 - 7. Business correspondence (optional)
 - B. Informal
 - 1. Memoranda
 - 2. Laboratory reports
 - 3. Miscellaneous in-house writing