

Eng 352-458 Spring 2010

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Office Hours:
407 Cullimore
Thursday 1:00 to 2:00 (and by appointment)

Course Goals:

To learn to communicate clearly in writing using plain language;
To integrate, ethically and persuasively, **all stages of the writing process**—planning, researching, drafting, designing, revising, and editing—to respond to technical contexts and audiences; and
To Collaborate effectively within and across teams with overlapping interests.

Eng 352 is a writing intensive course that will improve your ability to communicate complex situations clearly. Because this is a distance learning course, you will need to spend MORE time reading and understanding assignments than in a classroom course. You will also need to be motivated, patient with technology, and eager to learn.

–There is NO midterm exam –

– There is NO final exam –

– If you plagiarize (present someone else’s writing as your own), you will be referred to the Dean of Students – [University Code on Academic Integrity](#)”

Required Reading: Federal Plain Language Guidelines (available for download in Moodle course)

Software:

- Microsoft Office Suite (esp. Word and PowerPoint)
- Camtasia Relay (or webcam)

Required Hardware:

- Digital Camera, any type
- Webcam (or Camtasia Relay)
- Microphone

Assignment Deadlines

#	Assignment Due Date	Description/Percentage of Grade)
1	1/24	Autobiography – write a one or two page autobiography telling me about yourself - where are you from, what are you studying, what are your favorite hobbies, what do you dislike the most, and what plans you have for your career, etc. This is my best opportunity to get to know you. Post in the Introduction Forum. 4-5 paragraphs (5%).
2	1/31	Plain Language Video and Exercises – (available shortly) (5%).
3	2/7	Employment Project: Job Research Analysis Memo (5%)
4	2/14	Employment Project: Résumé (5%)
5	2/21	Employment Project: Application Letter (5%)
6	2/28	Employment Project: Revision (5%)
7	3/7	Found Object Documentation (FOD) 1st Draft – At home, using ordinary, common objects (such as paper, pencils, cardboard, paperclips, tape, etc.) make an object. NO paper airplanes, origami, or any other thing you can find instructions for on the internet. You MUST use objects that everybody can find so that your classmates can test your procedure. Remember many students live in dorms and don't have access to things like construction paper or ribbon. While you are making the object, take notes on how you do it. Expand the notes into a 1 or 2 page procedure that can be understood by others. DO NOT include any images in this first draft – use words only. Take a photograph of your object. Upload your procedure to Moodle and I will distribute it to three of your classmates for testing (10%).
8	3/14	Found Object Documentation Peer Review – I will distribute 3 FODs to you to test (this is why I want you to make it with items that everyone will be able to find in their household). Each student will attempt to make 3 objects. While you do so, write comments about what you find

		confusing about the instructions with Tools/Track Changes turned on. Submit 3 documents (with the initials of the author and your initials in the filename) and 3 photos of the object you created (also with your initials and the initials of the author) (10%).
9	3/28	Found Object Procedure Final Draft – Create a fully-formatted final draft of the FOD with a title page, table of contents, a reflection on what you learned from the testing, heading levels and photographs of your object and those of your testers. It should be error-free. 5-7 pages with illustrations (10%).
10	4/5	PowerPoint on Plain Language Analysis Idea – Create a PowerPoint with mostly pictures showing your idea for the Plain Language Analysis project. 4-7 slides (5%).
11	4/11	Outline of Plain Language Analysis Research the type of technical communication you have chosen in the library (or wherever necessary) to gather data for your analysis. List at least three sources in a Word document and write a brief description of each. Describe your idea at the top of the page and give your topic a tentative title. 1-2 pages (5%)
12	4/18	Plain Language Analysis 1st Draft – This first draft should be fairly complete. (10%).
13	4/25	Final Plain Language Analysis (15%)
14	TBA	Oral Presentation – Choose any topic – your favorite hobby, your area of expertise, etc. Make a PowerPoint. Then download Camtasia Relay and use it to make a presentation with voice-overs. Alternately, you can make a presentation with a webcam and upload it to YouTube. You must submit a URL so we can see it. Each presentation should be 5 minutes maximum (5%).

A = 94 – 100 /// B+ = 87 – 93 /// B = 81 – 86 /// C+ = 76 – 80 /// C = 70 – 75 /// D = 65 – 69 /// F = 0 – 64