**WR 327: Technical Writing (Ecampus)**

**3 credits**

**Instructor:** Liz Delf  
**Email:** Elizabeth.Delf@oregonstate.edu (I will respond within 24 hours, Mon. – Fri.)  
**Office:** Online only, by appointment

**Required Text:**  

**Course Description:**  
Technical Writing (WR 327) will prepare you to produce instructive, informative, and persuasive documents aimed at well-defined and achievable outcomes. Technical documents are precise, concise, logically organized, and factually based. The purpose and target audience of each document determine the style that an author chooses, which includes document layout, vocabulary, sentence and paragraph structure, and visuals. Hence, this course will teach processes for analyzing “writing contexts” and producing effective, clean, and reader-centered documents efficiently. You can expect to gather, read, and present the technical content of your field to various audiences in attractive, error-free copy, as well as to learn strategies for presenting that content orally.

**Bacc Core Learning Outcomes for Writing II Courses**  
ENG and WR courses in this category: HC 199, WR 201, 214, 222, 224, 241, 323, 324, 327, 330, 341, 362  
1. Apply multiple theories, concepts, and techniques for creating and evaluating written communication.
2. Write effectively for diverse audiences within a specific area or discipline using appropriate standards and conventions.
3. Apply critical thinking to writing and writing process, including revision.

**Learning Outcomes for WR 327**  
Through solo and group written documents and oral presentations, successful students in Technical Communication will demonstrate their ability to understand and use knowledge of audience, purpose, and professional techniques at the 300-level to:

1. Write professionally on topics and in a style suitable to their discipline and major to:
   - Plan and produce clear, correct and concise technical documents for various specific audiences
   - Use standard technical formats and document design for reports, proposals, etc. including tables, charts, and illustrations
   - Research, analyze, and accurately report and ethically document information
   - Use the revision process to bring draft documents to their highest potential
   - Use correct conventions to control such surface features as syntax, grammar, punctuation, and spelling

2. Collaborate successfully and equitably with peers on various activities and major course projects
   - Set and achieve goals
   - Negotiate and plan the development, storage, and distribution of materials
   - Develop and apply strategies for constructive response to peers’ work, including peer workshop on drafts

3. Manage projects to meet deadlines, individually and/or with peers
Major Assignments and Grading Information

WR 327 assignments will focus on informative writing, persuasive writing, and oral communication.

Your final grade will be out of a total of 1000 points, including the following assignments (more details to follow):

- **Discussion boards**—informal writing and (written) conversation about the assigned reading
- **Instruction set**—A set of written instructions or an instructional video on the topic of your choice. You will write a formal proposal for your topic, perform usability testing for your instructions, and submit a polished final draft.
- **Recommendation report**—Group project. You will conduct primary and secondary research to analyze potential solutions and make a recommendation about a problem facing OSU students. As a group, you will collaborate to write a formal proposal for your topic, review others’ drafts, and submit a polished final report. Individually, you will write an evaluation of your group members’ performance.
- **Writing in your field**—A series of assignments about your major and a topic of interest in your field. You will write and revise an introduction to your major, a technical description about an object or process in your field, and a brief presentation for a lay audience.

Fig. 1: WR 327 Grade Breakdown

You may complete one extra credit assignment for up to 30 points, or 3% of your final grade.

Grading criteria: Papers are graded using four criteria: student’s attention to assignment instructions and requirements, quality of written content, attention to formatting and organization, and grammar and mechanics. **A “C” is considered average.**

A 93.5-100; A- 90-93.4 (Excellent)
B+ 86.5-89.9; B 83.5-86.4; B- 80-83.4 (Superior)
C+ 77.5-79.9; C 73.5-77.4; C- 70-73.4 (Satisfactory/Average)
LATE POLICY: **All assignments are due on Canvas by 11:59 p.m. Pacific Time.** Late assignments will not be accepted without prior arrangement.

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<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Theme/Activities</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>0</td>
<td>Sunday</td>
<td>Introduction and Welcome Intro to Module 1: Instructions</td>
<td>Ch. 1 (Introduction to Technical Communication—ok to skim) Ch. 14 (pg. 402-20 only—Writing Instructions) <strong>DUE: Discussion board (DB) #1</strong></td>
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<td>1</td>
<td>Wednesday</td>
<td>Instruction Manual Analysis Proposals</td>
<td>Ch. 11 (Writing Proposals) Ch. 9 (pg. 253-5 only—Writing Memos) Ch. 6 (pg. 109-14 only) <strong>DUE: Project Proposal Memo #1 DUE: DB #2</strong></td>
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<td>Sunday</td>
<td>Ethical Instructions Imperative Mood</td>
<td>Ch. 2 (Understanding Ethical and Legal Obligations) <strong>DUE: DB #3</strong></td>
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<td>2</td>
<td>Wednesday</td>
<td>Credibility and Design</td>
<td>Ch. 7 (Designing Print and Online Documents) <strong>DUE: DB #4</strong></td>
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<td>Sunday</td>
<td>Real-World Feedback</td>
<td>Ch. 6 (pg. 114-23 only) <strong>DUE: Usability Testing Memo DUE: DB #5</strong></td>
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<td>3</td>
<td>Wednesday</td>
<td>Revision</td>
<td><strong>DUE: Instruction Set FINAL</strong></td>
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<td>Sunday</td>
<td>Intro to Unit 2: Recommendation Reports Group Formation</td>
<td>Ch. 13 (Writing Recommendation Reports) Ch. 6 (pg. 140-52 only) <strong>DUE: DB #6</strong></td>
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<td>4</td>
<td>Wednesday</td>
<td>Group Sign-Up Research Strategies</td>
<td>Ch. 3 (Writing Collaboratively) Ch. 5 (Researching Your Subject) <strong>DUE: DB #7</strong></td>
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<td>Sunday</td>
<td>Creating Bylaws Asking Good Questions</td>
<td><strong>DUE: Project Proposal Memo #2 with Methods/Materials</strong></td>
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<td>5</td>
<td>Wednesday</td>
<td>Who Are You Talking To? How Audience Changes Everything</td>
<td>Ch. 4 (Analyzing Your Audience and Purpose) <strong>DUE: DB #8</strong></td>
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<td>Sunday</td>
<td>Ethical and Accurate Graphics Citation and Plagiarism</td>
<td>Ch. 8 (Creating Graphics)</td>
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<td>6</td>
<td>Wednesday</td>
<td>IMRAD—What Goes in Which Section? Passive vs. Active Voice</td>
<td>Ch. 6 (pg. 123-130 only) <strong>DUE: DB #9</strong></td>
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<td>Sunday</td>
<td>Putting It All Together</td>
<td><strong>DUE: Recommendation Report DRAFT (post to DB)</strong></td>
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<td>7</td>
<td>Wednesday</td>
<td>Critical Thinking about Revision</td>
<td>Ch. 6 (pg. 130-40 only) <strong>DUE: Peer Review Feedback DUE: DB #10</strong></td>
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| Sunday | Evaluating Others—Specificity is the Soul of Narrative | DUE: Recommendation Report FINAL  
DUE: Team Member Evaluation Memo |
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<td>Wednesday</td>
<td>Intro to Unit 3: Writing in Your Field Research Strategies</td>
<td>DUE: Major Description</td>
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| Sunday | Practicing Definitions and Descriptions | Ch. 14 (pg. 387-401 only, Writing Definitions and Descriptions)  
DUE: Project Proposal Memo #3  
DUE: DB #11 |
| 8 | Wednesday | Rhetorical Situation | DUE: Major Revision |
| Sunday | Happy Thanksgiving! | DUE: Informational Interview Report  
Extra Credit (optional) |
| 9 | Wednesday | | DUE: Technical Description DRAFT (post to DB) |
| Sunday | Presentation Do’s and Don’ts | Ch. 15 (Making Oral Presentations)  
DUE: Peer review feedback |
| **Finals** | Wednesday | No final exam in WR 327 | DUE: Presentations  
DUE: Technical Description FINAL |