



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Technical Report Writing  
**Course Number:** ENG221

### Required Materials

**Textbook(s):** Pfeiffer and Adkins. *Technical Communications Fundamentals*. Boston: Prentice Hall, 2012.

**Required Readings:**

**Additional Materials:**

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

#### 16-week Calendar

Week	Chapter/Topic/Lab
1	Introduction to Technical Communication Chapter 1 Introduction to Technical Communication
2	Job Portfolio Chapter 4 Letters, Memos, and Electronic Communication Chapter 10 The Job Search
3	Job Portfolio Chapter 4 Letters, Memos, and Electronic Communication Chapter 10 The Job Search
4	Formal Report Overview Chapter 7 Reports Chapter 9 Presentations
5	Formal Report Overview Chapter 7 Reports Chapter 9 Presentations
6	Designing Usable Information Chapter 3 Visual Design
7	Designing Usable Information Chapter 11 Style in Technical Writing
8	Formal Report: Progress Report Chapter 7 Reports
9	Visuals, Definitions, and Descriptions Chapter 3 Visual Design Chapter 5 Definitions and Descriptions
10	Visuals, Definitions, and Descriptions Chapter 3 Visual Design Chapter 5 Definitions and Descriptions
11	Visuals, Definitions, and Descriptions

<b>Week</b>	<b>Chapter/Topic/Lab</b>
	Chapter 3 Visual Design Chapter 5 Definitions and Descriptions
12	Process Explanations Chapter 6 Process Explanations and Instructions
13	Collaborative Proposal Chapter 2 Collaboration and Writing Chapter 7 Reports Chapter 8 Proposals
14	Collaborative Proposal Chapter 2 Collaboration and Writing Chapter 7 Reports Chapter 8 Proposals
15	Formal Report – Written and Presentations Chapter 7 Reports Chapter 9 Presentations
16	Formal Report – Written and Presentations Chapter 7 Reports Chapter 9 Presentations

8-week Calendar

<b>Week</b>	<b>Chapter/Topic/Lab</b>
1	Introduction to Technical Communication Chapter 1 Introduction to Technical Communication Job Portfolio Chapter 4 Letters, Memos, and Electronic Communication Chapter 10 The Job Search
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3	Formal Report Overview Chapter 7 Reports Chapter 9 Presentations Designing Usable Information Chapter 3 Visual Design
4	Designing Usable Information Chapter 3 Visual Design
5	Formal Report: Progress Report Chapter 7 Reports Visuals, Definitions, and Descriptions Chapter 3 Visual Design Chapter 5 Definitions and Descriptions
6	Visuals, Definitions, and Descriptions Chapter 3 Visual Design Chapter 5 Definitions and Descriptions Process Explanations Chapter 6 Process Explanations and Instructions
7	Collaborative Proposal Chapter 2 Collaboration and Writing Chapter 7 Reports Chapter 8 Proposals
8	Formal Report – Written and Presentations

Week	Chapter/Topic/Lab
	Chapter 7 Reports Chapter 9 Presentations