

UNIVERSITY OF CALIFORNIA EXTENSION
SANTA CRUZ
in Silicon Valley

Writing for Foreign-Born Technical Professionals

X436

Roger Grainger, B.A.

Instructor

Course Outline-Writing for Foreign-Born Technical Professionals

22 January 1997 - 26 March 1997; Wednesdays, 6:30-9:30 p.m.

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EDP 963G20

UC Santa Cruz Extension, Milpitas, CA

Required Texts (available at Robert's Bookstore):

- *How to Write and Present Technical Information* by Charles Sides, Oryx Press (\$21.95)
 - *The Bedford Handbook for Writers, Third Edition*, by Diana Hacker, Bedford Books of St. Martin's Press (\$21.75)
- Robert's Bookstore is at 330 Tenth Street, San Jose; (408) 286-0930

Expected Outcomes

At the end of this course, you should be able to:

- Apply the four-step approach to documentation
- Choose the best document type for your purpose
- Organize a technical document
- Write clearer sentences
- Solve common ESL writing problems

Plan

Week 1	1/22	Course Overview; Freewriting; Criteria for Good Documentation; Documentation Approach.
Week 2	1/29	Audience Analysis; Declarative and Imperative Sentences; Class Project; Quiz. Read: Hacker pages 10-12; Sides chapter 3.
Week 3	2/5	Active and Passive Voice; Defining Your Purpose; Choosing a Document Type; Quiz. Read: Hacker pages 8-10; Sides pages 26-28. Assignment due: Profile of Your Audience.
Week 4	2/12	Organizing Information; Using Articles; Quiz. Read: Hacker pages 26-29; Sides pages 28-32.
Week 5	2/19	Fine Points of Formatting; Using Plurals; Quiz. Read: Hacker pages 254-261; Sides part 3 or part 4 as applicable to your class project. Assignment due: Outline of Your Individual Project.
Week 6	2/26	Punctuation Problems; Wonder Words; Quiz. Read: Hacker pages 360-365.
Week 7	3/5	Writing Introductions and Conclusions; Parallel Structure; Quiz. Read: Hacker pages 128-133; Sides chapters 11 & 12; pages 106 & 115.
Week 8	3/12	Writing Descriptions, part 1; Helping Verbs; Quiz. Read: Hacker pages 318-322; Sides chapter 6.
Week 9	3/19	Writing Descriptions, part 2; Avoiding Redundancies; Wacky Words; Quiz. Read Hacker pages 180-201; Sides chapter 18.
Week 10	3/26	Writing Procedures; Self-Assessment; present Solutions Book; Quiz; Wrap-up. Read: Sides chapter 15. Assignment due: Your Individual Project.

Grading

Individual class project = 60%; participation = 20%; quizzes = 20%