

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
ENG 131 – TECHNICAL REPORT WRITING I (3 CR.)**

Course Description

Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. Lecture 3 hours per week.

General Course Purpose

Prepares students for writing in the professions.

Course Prerequisites/Co-requisites

Students must have successfully completed ENG 111 or its equivalent, or obtained divisional approval.

Course Objectives

GOAL ONE: PREPARING TYPES OF PROFESSIONAL COMMUNICATION

Students will learn to prepare various types of technical communication and business correspondence. By the end of the course, students will be able to:

- . understand and use technical vocabulary,
- . produce standard format inter-agency memos,
- . produce standard format emails,
- . produce standard format letters for external constituencies, and
- . produce various types of application letters and resumes.

GOAL TWO: WRITING AND ORAL COMMUNICATION SKILLS

Students will continue to improve their writing and speaking skills. By the end of the course, students will have:

- . written a minimum of 3500 words of graded text, including at least two formal technical reports;
- . learned to evaluate audience and writing situation that guide choice of document type, language, and organization;
- . learned to incorporate appropriate graphics into their documents;
- . engaged in research appropriate to the assignment and integrated it into documents;
- . employed grammatical and mechanical conventions in the preparation of readable documents; and
- . delivered oral commentaries and/or summaries of written documents.

Major Topics to be Included

Technical vocabulary
Types of technical documents and business correspondence
Research procedures appropriate to profession
Analysis of writing situation
Grammatical and mechanical conventions
Use of word-processing in preparation of documents
On-site review of technical documents