DESK Technical Writing–Eng 12

Reading

- Citing strong and thorough textual evidence to support analysis of what the text says explicitly, determining where the text leaves matters uncertain.
- Provide an objective summary of the text.
- Interpret a complex set of ideas or sequence of events.
- Determine the meaning of technical words and phrases as they are used in a text.
- Analyze and evaluate the effectiveness of the structure an author uses, including whether the structure makes points clear.
- Determine an author's audience and purpose in a text.
- Compare and evaluate multiple sources of information presented in different media or formats.
- Analyze documents from a variety of fields for relevant, useful, and accurate information.

Writing

- Write a process description that clearly and accurately defines steps necessary to complete an original task (such as instructions, procedures/protocols, or specifications).
  - Introduce a task; organize ideas, instructions, and information so that each new step builds on that which precedes it to create a final product; include formatting, graphics, and multimedia when useful in aiding comprehension
  - Integrate relevant information appropriate to the author's knowledge of the task.
  - Use appropriate formatting to link the major sections of the text, create cohesion, and clarify the relationships among complex ideas and concepts.
  - Use precise language to manage the complexity of the topic.
  - Establish and maintain an objective tone while attending to the norms and conventions of the discipline and genre.
  - Check for clarity by testing the process description and obtaining feedback; revise as necessary.
- Create a technical project (i.e., grant proposal, multi-genre portfolio, service-learning proposal, field study, etc.) that integrates the skills learned throughout the course, keeping audience and purpose in mind.
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- Develop and strengthen writing as needed by planning, revising, editing, and rewriting, focusing on addressing what is most significant for a specific purpose and audience.
- Use technology to produce, publish, and update individual or shared writing products in response to ongoing feedback.
- Write daily for a range of tasks, purposes, and audiences (i.e., policy memo, progress report, press release, specifications, description, job search correspondence, research report, technical report, case study, oral report/presentation, etc.).

Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Apply knowledge of language to understand how language functions in different contexts and to make effective choices for meaning or style.
- Acquire and use accurately general academic and domain-specific words and phrases.