

ENGLISH 2311 TECHNICAL & BUSINESS WRITING

Summer Session I 2020
Julia Quarles
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817-515-8063

Office Hours

Office hours are virtual only using Microsoft Teams on Monday, Wednesday, and Thursday from 1-2 p.m.

Email

Students are expected to communicate professionally, using only their TCC email addresses when emailing. I cannot (legally) respond to emails from any other email address. Email messages will be responded to within 24-hours during the work week. If you ever feel confused or "behind" in the course, or if you ever feel like you're "not getting it," then email me (anytime!) and we can discuss your questions.

Required Books and Supplies

- *Technical Communication* by Mike Markel and Stuart A. Selber, 12th edition. While the textbook is required, you can purchase either the ebook or the physical book.
- Regular access to a computer
- Reliable internet
- Google Chrome browser.
 - Many features of Blackboard will not function correctly on a tablet or mobile device, so a computer is necessary.
- Backup device or service (flash drive, Google Drive, etc.)
- Webcam and microphone (the standard embedded cam and mic in a laptop is fine)

Course Overview

Business and Technical Writing is an intensive study of and practice in professional settings that focuses on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Students will practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course Expectations

At the completion of this course, students should know how to:

- recognize, analyze, and accommodate diverse audiences by describing writing for nonacademic audiences, purposes, and occasions
- produce documents appropriate to audience, purpose, and genre
- analyze the ethical responsibilities involved in technical communication
- locate, evaluate, and incorporate pertinent information
- develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects
- edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling
- design and test documents for easy reading and navigation.

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Course Syllabus Technical Business Writing Engl 2311:

Reviewing **Course Syllabus Technical Business Writing Engl 2311**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Course Syllabus Technical Business Writing Engl 2311**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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Table of Contents Course Syllabus Technical Business Writing Engl 2311

1. Understanding the eBook Course Syllabus Technical Business Writing Engl 2311
 - The Rise of Digital Reading Course Syllabus Technical Business Writing Engl 2311
 - Advantages of eBooks Over Traditional Books
2. Identifying Course Syllabus Technical Business Writing Engl 2311
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Course Syllabus Technical Business Writing Engl 2311
 - User-Friendly Interface
4. Exploring eBook Recommendations from Course Syllabus Technical Business Writing Engl 2311
 - Personalized Recommendations
 - Course Syllabus Technical Business Writing Engl 2311 User Reviews and Ratings
 - Course Syllabus Technical Business Writing Engl 2311 and Bestseller Lists

5. Accessing Course Syllabus Technical Business Writing Engl 2311 Free and Paid eBooks
 - Course Syllabus Technical Business Writing Engl 2311 Public Domain eBooks
 - Course Syllabus Technical Business Writing Engl 2311 eBook Subscription Services
 - Course Syllabus Technical Business Writing Engl 2311 Budget-Friendly Options
6. Navigating Course Syllabus Technical Business Writing Engl 2311 eBook Formats
 - ePub, PDF, MOBI, and More
 - Course Syllabus Technical Business Writing Engl 2311 Compatibility with Devices
 - Course Syllabus Technical Business Writing Engl 2311 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Course Syllabus Technical Business Writing Engl 2311
 - Highlighting and Note-Taking Course Syllabus Technical Business Writing Engl 2311
 - Interactive Elements Course Syllabus Technical Business Writing Engl 2311
8. Staying Engaged with Course Syllabus Technical Business Writing Engl 2311
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Course Syllabus Technical Business Writing Engl 2311
9. Balancing eBooks and Physical Books Course Syllabus Technical Business Writing Engl 2311
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Course Syllabus Technical Business Writing Engl 2311
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Course Syllabus Technical Business Writing Engl 2311
 - Setting Reading Goals Course Syllabus Technical Business Writing Engl 2311
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Course Syllabus Technical Business Writing Engl 2311
 - Fact-Checking eBook Content of Course Syllabus Technical Business Writing Engl 2311
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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