

## MATERIAL COVERED

The Technical & Professional Communications 12 course is divided into three main sections:

### **Introduction to Technical Writing**

- Approaching Technical Writing
- Technical Writing Techniques
- Technical Correspondence

### **Report Writing**

- Writing Short Informal Reports
- Writing Longer Informal & Semi-Formal Reports
- Illustrating Technical Documents

### **Reading and Comprehending Genres**

- Analysis, Cause and Effect
- Direct Argument
- Comparison and Analogy
- Example, Illustration or Allusion

## TEXTBOOKS

The course uses the following texts:

*Technically Write! 5<sup>th</sup> Edition*

ISBN 0-13-668468-8

*Influential Writing*

ISBN 0-07-092261-6

## ADDITIONAL RESOURCES

Students will benefit from access to a computer equipped with word processing and spreadsheet software.

## GRADING

This course works on a mastery system. You must pass the mastery tests in each unit to the 80% level before you can go on. In addition, there are cumulative tests from time to time. These are tests you can take only once, so studying before them is essential to do well. Your final mark for the course is based 60% on mastery tests and 40% on cumulative tests.

**This is a provincially examinable course. You must write a provincial exam which counts for 40% of your final mark. Your school mark will contribute the other 60%.**

## GOAL

The goal of this unit is to introduce you to a technical person's approach to writing.

## OBJECTIVES

While completing this unit you will review and practice working with:

- Simplifying the approach
- Planning the writing task
- Writing a first draft
- Checking your first draft for clarity, correct tone, style and accuracy
- Revising your work
- Reviewing your final draft

## WHAT TO DO IN THIS UNIT

- This unit uses the textbook *Technically Write!*
- Ask your teacher for the Unit 1 Worksheet, and do all the work you are directed to there.
- When you are ready, ask your teacher for the Unit 1 Test. Remember, you must get 80% to pass, so studying hard is essential to do well.