



UNIVERSITI TEKNOLOGI MARA

EPC550: TECHNICAL WRITING

Course Name (English)	TECHNICAL WRITING APPROVED
Course Code	EPC550
MQF Credit	4
Course Description	The course focuses on developing specific skills for producing a variety of business-related technical documents. It introduces students to the principles of effective technical writing and document design. Students will apply these principles the skills of drafting, revising and designing to produce clear and effective documents. They will learn a variety of different formats, as well as strategies and language for writing different types of business-related documents.
Transferable Skills	Lifelong Learning, Adaptability, Work independently
Teaching Methodologies	Lectures, Reading Into Writing Task, Discussion
CLO	CLO1 Apply the principles of effective technical writing and document design CLO2 Write business-related technical documents using appropriate strategies and formats CLO3 Use language accurately and concisely in business-related technical documents CLO4 Edit and proofread business-related technical documents
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to technical writing 1.1) difference between technical writing and other types of writing	
2. Preparing a company portfolio 2.1) written and visual language used in promotional documents such as flyers and brochures	
3. Proofreading and editing technical texts 3.1) importance of accuracy in workplace documents	
4. Designing an advertisement 4.1) the written and visual language in print advertisement	
5. Designing a company website 5.1) Kress and van Leeuwen's grammar of visual language	
6. Writing routine workplace communication 6.1) examining the language of workplace documents	
7. Developing an instructional manual 7.1) the language of instruction manuals 7.2) instruction of services and products	
8. Differentiating types of reports 8.1) long and short reports	
9. Types of short reports 9.1) Memo report 9.2) Letter report	
10. Proofreading and editing short reports 10.1) the language of short reports	
11. Oral presentation of short reports 11.1) conventions of presenting oral reports	
12. Types of long report 12.1) the analytical report	
13. Proofreading and editing long reports 13.1) the language of long reports	
14. Oral presentation of long reports 14.1) conventions of presenting an oral report	

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Identify an upcoming event in campus or elsewhere and prepare a press release for distribution to newspapers for publication. In preparation for the write up, interview the organisers of the event, and carefully edit and revise your writing.	10%	CLO1 , CLO2 , CLO3 , CLO4
	Assignment	In a group of 3 or 4, decide on a company that you wish to set up. For this company, prepare a workplace portfolio made up of the following two documents: i. A flyer OR brochure about the company product(s)/service(s) ii. A homepage design for the company website	10%	CLO1 , CLO2 , CLO3 , CLO4
	Assignment	Identify a Malaysian product or service that has yet to be marketed/promoted using the English language. Prepare a clear set of instructions on how to use this particular product/service. You must be sure that instructions in the English language do not already exist for the product/service that you have selected.	10%	CLO1 , CLO2 , CLO3 , CLO4
	Assignment	Prepare a progress report for a long-term project (of between 1 to 2 years) that you are involved in. You could be working towards the launch of a new company product or the construction of a new hospital wing. Invent all necessary details. Rely on the format provided in Gerson, S.J and Gerson, S.M (2009). <i>Technical Communication</i> (6th ed.). New Jersey: Pearson Prentice Hall, pp.456-457.	20%	CLO1 , CLO2 , CLO3 , CLO4
	Assignment	In a group of 3 or 4, prepare an analytical report of between 8 to 10 pages. The report focuses on a specific problem at the workplace that requires investigation. Discussion about the problem should include a brief literature review and data collection procedures need to be explained with appended questionnaires, structured interview questions, etc. The report should report on findings and conclusions made based on the findings. Finally, the report must include detailed recommendations to address the problem. For guidelines on format, look at the report available at http://www.iupui.edu/~cyber231/W231_student/Rec_report_sample_Starbucks1.pdf	30%	CLO1 , CLO2 , CLO3 , CLO4
	Test	Editing and proofreading test	20%	CLO3 , CLO4
Reading List	Recommended Text	<ul style="list-style-type: none"> • Gerson, S.J. & Gerson, S.M. 2007, <i>Technical writing: Process and product</i>, 6th ed. Ed., Pearson-Prentice Hall Upper Saddle River, NJ • Pagel, L.G. 2006, <i>Proofreading & editing precision</i>, 5th ed. Ed., Thomson Mason, OH 		
	Reference Book Resources	<ul style="list-style-type: none"> • Alred, G.J., Brusaw, C.T. & Oliu, W.E. 2003, <i>The Handbook of Technical Writing</i>, 7th ed. Ed., Sage Belmont, CA 		
Article/Paper List	This Course does not have any article/paper resources			
Other References	This Course does not have any other resources			