



UNIVERSITI TEKNOLOGI MARA

CIT450: TECHNICAL WRITING FOR INSTRUCTIONAL DESIGN AND TRAINING

Course Name (English)	TECHNICAL WRITING FOR INSTRUCTIONAL DESIGN AND TRAINING APPROVED
Course Code	CIT450
MQF Credit	2
Course Description	This course is design to enable the students to write for various media such as print and electronic media. The students will also learn the systematic and effective writing skills for instructional design. The students will be able to communicate effectively in visual and written form. In the design phase, the students will collect relevant content from different sources, organize the course content, and decide on the strategies to be used to cover the content.
Transferable Skills	technical skills work ethic/ analytical
Teaching Methodologies	Lectures, Discussion
CLO	CLO1 Explain different types of technical writing CLO2 Demonstrate ethics and professionalism in writing different types of technical documents CLO3 Construct suitable content to suit specific media platforms
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Instructional Writing - Types of Technical Documents 1.1) a. The definition of technical writing 1.2) b. The basics of article writing	
2. Introduction to Instructional Writing – Types of Technical Documents 2.1) a. The definition 2.2) b. Types of document 2.3) c. Good Technical Writer Practice	
3. Descriptive Writing 3.1) a. Writing descriptively 3.2) b. Figurative language	
4. Theory and Practice – Executing the Writing Process 4.1) a. Ethical considerations 4.2) b. Ethical Issues 4.3) c. Visual Ethics 4.4) d. Basic communication theories 4.5) e. The audience's technical level 4.6) f. International and multicultural aspects	
5. Selling Yourself – The Art of Resume Writing 5.1) a. Cover Letter 5.2) b. Types of Cover Letter 5.3) c. Resume writing	
6. Business Writing (1) – Composing Correspondence pt1 6.1) a. Overview of Types and Security 6.2) b. The Writing Format – memo and fax 6.3) c. Electronic mail (E-mail) 6.4) d. Writing effective email messages	

<p>7. Business Writing (1) – Composing Correspondence pt2</p> <p>7.1) a. Press Release 7.2) b. Letters 7.3) c. Positive or good news letters 7.4) d. Negative or bad news letters 7.5) e. Letter of complaints</p>
<p>8. Utilizing Graphics and Visuals</p> <p>8.1) a. Graphics—an overview 8.2) b. Graphic formats 8.3) c. Formatting requirements 8.4) d. Guidelines for graphics</p>
<p>9. Business Writing (2) – Report Strategies</p> <p>9.1) a. What makes a good report? 9.2) b. The structure of a report 9.3) c. Writing the report: the essential stages 9.4) d. What makes a good proposal?</p>
<p>10. Electronic Communication – Writing For Social Media</p> <p>10.1) a. History of Social media 10.2) b. Postings on Social media 10.3) c. Getting to know the audience 10.4) d. Citizen Journalism 10.5) e. Ethical issues 10.6) f. Blog writing</p>
<p>11. Directions and Instructions – Writing About Process</p> <p>11.1) a. Legal considerations 11.2) b. Audience considerations 11.3) c. Organization 11.4) d. The Instructions 11.5) e. Notes, Precautions, Cautions, Warnings</p>
<p>12. News Media Writing</p> <p>12.1) a. Writing in the media environment 12.2) b. Story organization 12.3) • Introduction 12.4) • Middle story 12.5) • Ending 12.6) d. Story forms 12.7) • Inverted pyramid 12.8) • Wall street journal 12.9) • Hourglass structure 12.10) • List techniques 12.11) d. the art of Interviewing for print journalism 12.12) • Human sources 12.13) • Written sources 12.14) • Online sources 12.15) • Public records</p>
<p>13. Proofreading</p> <p>13.1) a. Why is proofreading important? 13.2) b. Proofreading strategies 13.3) c. Common errors in proofreading 13.4) d. Proofreading symbol</p>
<p>14. Ethics in News Writing and Reporting</p> <p>14.1) a. Malaysian Press Institute Journalism Code of Conduct 14.2) b. The national Union of Journalists, Malaysia Code of Ethics 14.3) c. Members of the Society of Professional Journalists Code</p>

Assessment Breakdown		%	
Continuous Assessment		100.00%	
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark
	Assignment	Magazine publication which applies ethics and values in technical writing skills learned in class	25%
	Assignment	Interactive resume production applying the theories of technical writing in practical skills	30%
	Writing Test	Two written tests related to the knowledge of technical, communication and instructional design	45%
Reading List	Recommended Text	Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu 2015, <i>The Handbook of Technical Writing</i> , Bedford, St. Martin's	
	Reference Book Resources	<ul style="list-style-type: none"> • Krista Van Laan, <i>The Insider's Guide to Technical Writing</i>, 2012 Ed., XML Press • Kieran Morgan, <i>Technical Writing Process: The Simple, Five-Step Guide That Anyone Can Use to Create Technical Documents Such as User Guides, Manuals, and Procedures</i>, 2015 Ed. • Heather Graves, Roger Graves, <i>A Strategic Guide to Technical Communication - Second Edition (US)</i>, 2012 Ed., Broadview Press • Greenlaw and Raymond, <i>Technical Writing, Presentational Skills, and Online Communication: Professional Tools and Insight</i>, 2012 Ed., IGI Global • Paul Heilker, John Vandenberg, <i>Keywords in Writing Studies</i>, 2012 Ed., University Press of Colorado 	
Article/Paper List	This Course does not have any article/paper resources		
Other References	This Course does not have any other resources		