

**New York City College of Technology  
English Department**

Namm 512  
(718) 260-5392

**ENG 2575 — Technical Writing — 3 hrs, 3 credits**

An advanced course in effective technical writing techniques, including traditional technical writing forms and world wide web communication. This course will have students use electronic media such as internet, presentation, and graphics programs to communicate technical and scientific information to a variety of audiences via written and oral presentations. Students will also analyze readings in science and technology, study technical writing models, and practice collaborative research and presentation. Building on previous writing courses, this course will reinforce clarity of thinking and expression in effective and correct English.

Prerequisites: ENG 1121

Competencies: To pass ENG 2575, students must

**1. Write the following assignments:**

A. A 500-word summary of a technical or scientific article that demonstrates

1. ability to identify key processes and concepts in a professional science or technology article.
2. ability to describe complex processes and concepts clearly and concisely.
3. an awareness of audience.

B. A 750-1000 word expanded definition of a technical or scientific term, with cover memo, which demonstrates

1. correct memorandum format.
2. knowledge of the etymology and historical development of the term.
3. examples of the term's use in various written contexts.
4. ability to compare and contrast various uses of the term.
5. use and citation of sources with proper attribution.
6. awareness of audience.

C. A 1500-2000-word explanation of a complex technical process that demonstrates

1. accurate and concise communication of a complex scientific or technological process and the concepts underlying it.
2. selection of appropriate details and examples to assure comprehension.
3. incorporation of illustrations into written explanation.
4. awareness of audience.

or (according to instructor's choice)

A 1500-2000-word instructional or training manual that demonstrates

1. ability to explain a task/process in clear, concise language.
2. selection and definition of appropriate terminology and concepts.
3. awareness of the intended user/audience.
4. knowledge of instructional manual format.

D. A 1500-2000-word formal product or service proposal that demonstrates

1. knowledge of the product or service offered, of pertinent market forces, and of the potential customer base.
2. the proposer's qualifications to deliver the product or service described.
3. knowledge of research methodology and the ability to describe that methodology.
4. proper proposal format.

or (according to instructor's choice)

A 1000-1500-word contribution to a 4000-6000-word analytical research report on a scientific or technological problem that demonstrates

1. knowledge of the history and context of the problem.
2. knowledge of the causes and nature of the problem.
3. ideas for solving the problem.
4. the ability to explain the problem and offer possible solutions to a general audience.
5. the ability to integrate written work with the written work of a partner or partners in a coherent report.
6. knowledge of proper research report format.

E. Informal responses to various technical and scientific readings that demonstrate

1. an understanding of the content, form, and style of those readings.
2. the ability to communicate responses in classroom discussion, in writing, and on line.

2. Collaborate with fellow students on the following assignments:

A. A seven- to ten-minute oral presentation designed to sell a product or service to an audience of potential customers that demonstrates

1. knowledge of oral presentation techniques and conventions.
2. the ability to organize a presentation effectively.
3. the ability to incorporate various media into the presentation, including appropriate computer software.
4. knowledge of the product or service offered, of pertinent market forces, and of the potential customer base.
5. the ability to communicate the value of the product or service in clear, spoken English.
6. the ability to answer audience questions.
7. the ability to collaborate productively with a partner or partners.

or (according to instructor's choice)

An oral analytical research report on a scientific or technological problem, which demonstrates

1. knowledge of oral presentation techniques and conventions.
2. the ability to organize a presentation effectively.
3. the ability to incorporate various media into the presentation, including appropriate computer software.
4. awareness of audience.
5. the ability to communicate the value of the product or service in clear spoken English.
6. the ability to answer audience questions.
7. the ability to collaborate productively with a partner or partners.
8. the ability to explain the problem and offer possible solutions to a general audience.

B. A web page advertising a product or service that demonstrates

1. knowledge of the product or service offered, of pertinent market forces, and of the potential customer base.
2. basic knowledge of web page design and composition, including appropriate software.

C. An informal report on a group's progress with the oral product service proposal or oral analytical research report that demonstrates

1. the division of labor among group members.
2. the adequate progress of each group member.
3. the group's adequate cooperation.
4. an awareness of a supervisory audience.

### **New York City College of Technology Policy on Academic Integrity**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.