

Technical Writing 104 (Introduction) – summer course – 3 credit hours a week

Week	Topics	Suggested Resources/See also Reading list
Week 1	Introduction to Technical Writing	http://www.prismnet.com/~hcexres/textbook/acctoc.html#introduction PDF http://www.mhhe.com/mayfieldpub/tsw/doc-pxp.htm
Week 2/3	Introduction to RFPs and Tenders Introduction to Writing Proposals	http://www.prismnet.com/~hcexres/textbook/props.html PDF http://www.mhhe.com/mayfieldpub/tsw/proposal.htm Proposals, Chp. 6 p.81-110 in Finkelstein,L. (2008)
Week 3	Introduction to Writing Proposals	As above
Week 4/5	Introduction to Writing Progress Reports	http://www.prismnet.com/~hcexres/textbook/progprep.html PDF http://www.mhhe.com/mayfieldpub/tsw/progress.htm Progress Reports, Chp.7 p.111-126 in Finkelstein,L. (2008)
Week 5/6	As Above plus Writing Instructions	http://www.prismnet.com/~hcexres/textbook/instrux.html PDF http://www.mhhe.com/mayfieldpub/tsw/task-o.htm Instructions & Manuals, Chp.10 p.175-196 in Finkelstein,L. (2008)
Week 6	Writing Instructions Preparing for final report and oral presentation	As above
Week 7	Submission of final reports Presentations Feedback and marks	Review material as necessary: Online Technical Writing – McMurrey, D Mayfield Handbook of Technical Writing Pocket Book of Technical Writing for Engineers & Scientists-Finkelstein