

# Technical Writing

ENGL 205 – 5 Credits – May 2011



## Class Description:

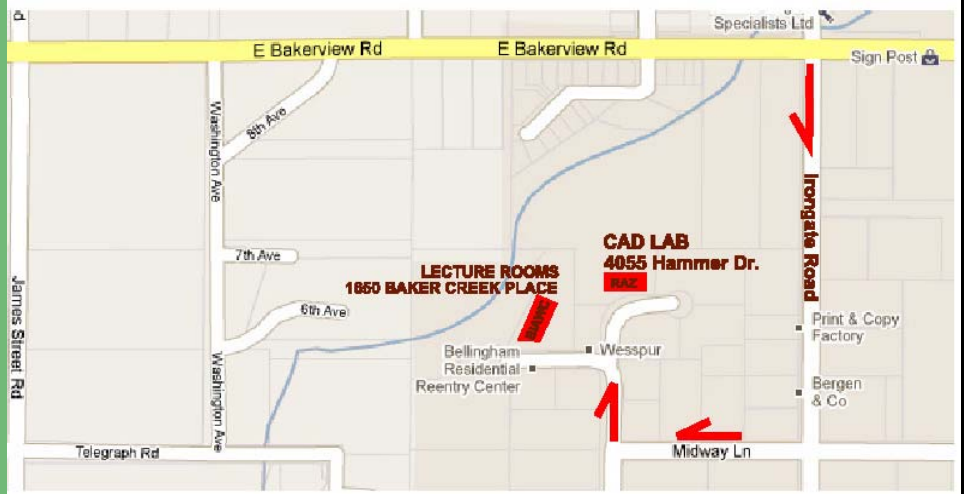
This class provides an introduction to technical writing through a series of class projects. Projects include the preparation of a resume, thank you letter, research paper, technical form, company brochure, and making a group presentation. Students will integrate pictures, graphics, and research data into their projects.

## Location:

**WEI CAD Lab:**  
4055 Hammer Drive, Suite B2  
Bellingham, WA 98226

### Directions:

East on Bakerview Road  
Turn right onto Irongate Road  
Turn right onto Midway Lane  
Turn right onto Hammer Drive  
Park in back of building



## Dates and Times:

The class is scheduled to run on **Tuesday and Thursday evenings at 6:00-9:00 PM** from **May 3<sup>rd</sup> to May 26<sup>th</sup>**. This provides (8) evening classes to cover the course material. Please see the Class Calendar on the third page for course material.

## Tuition and Registration:

Tuition must be paid before the class begins. Program enrolled students have seniority for this class and should register online three-weeks before the class begins. Continuing education students may begin registering online two-weeks before the class begins. Students may also send class registrations by mail to the following address:

**Washington Engineering Institute**  
**Registration Office**  
**PO Box 483**  
**Custer WA 98240**

## School Provided Materials:

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- **Lecture Notes:** The school provides lecture handouts as needed.

## Student Provided Materials:

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- **Personal Laptop:** Students are required to have a laptop in order to conduct their program and this class.
- **Open Office 3.2 – Business Suite:** Students should download and install the free Open Office 3.2 – Business Suite. You can also borrow an install disk from your instructor if necessary. Open Office 3.2 – Business Suite is Freeware and can be found at various sources on the Internet.

## Instructor

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### Kristina Daheim, MA

English Instructor and Admissions Director

**Experience:** 12 years of experience in private and public academics and academic marketing. Most recent experience was the Built Green and education coordinator for the Building Industry Association of Washington of Whatcom County.

**Education:** Master of Arts in English  
Central Washington University  
  
Bachelor of Business Administration, Marketing  
Pacific Lutheran University

## Format:

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**Class Structure:** Evenings will typically run in one-hour blocks as follows:

6:00 PM – Class setup and first hour  
6:50 PM – Break  
7:00 PM – Class  
7:50 PM – Break  
8:00 PM – Class last hour

## Final Exam and Grades:

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Students will be graded by attendance and participation (40%) and by 6 projects (60%). The Instructor holds the sole authority to issue grades and shall issue grades based on a 4.0 schedule as follows.

### Grading legend

4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-

2.4	C+
2.0	C
1.7	C-
1.3	D+
1.0	D
0.7	D-

AU	Class audited with no grade earned
EXP	Experiential credit granted per policy
EDU	Prior education credit granted per policy
I	Incomplete – Instructor Allows Extra Time to Complete
W	Withdrawn from class

## May 2011 – Technical Writing – ENGL 205

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	<b>3</b> <b>Resume Preparation</b> 6:00-9:00 PM Open Office Write Basics Resume Basics Resume Examples  <b>Project 1:</b> Resume	4	<b>5</b> <b>Thank You letter</b> 6:00-9:00 PM Open Office Write Basics Letter Basics Letter Example  <b>Project 2:</b> Thank You Letter	6	7	8
9	<b>10</b> <b>Research Paper</b> 6:00-9:00 PM Open Office Write Basics Six Trait Writing Process Job Research Basics Research Paper Example  <b>Project 3:</b> (1) Page Paper	11	<b>12</b> <b>Project Review Day</b> 6:00-9:00 PM Projects Work Day Projects Peer Review Projects Instructor Review  Discuss Group Presentation	13	14	15
16	<b>17</b> <b>Presentations</b> 6:00-9:00 PM Open Office Impress Basics Images, Transitions, and Whitespace Bulleted subject text vs. paragraphs  <b>Project 4:</b> Presentation on Last Night of the Class	18	<b>19</b> <b>Tables</b> 6:00-9:00 PM Open Office Write Tables Table Basics Example Technical Form  <b>Project 5:</b> (1) Page Technical Form	20	21	22
23	<b>24</b> <b>Brochure</b> 6:00-9:00 PM Open Office Write Columns Columns Basics Images, Text, and Whitespace  <b>Project 6:</b> Company Brochure	25	<b>26</b> <b>Presentations &amp; Reviews</b> 6:00-9:00 PM Group Presentation 1 Group Presentation 2 Group Presentation 3  Peer & Instructor Project Reviews	27	28	29



PO Box 483  
 Custer WA 98240  
[admin@weiedu.org](mailto:admin@weiedu.org)  
 (360) 739-1428

## Class Registration Form 2010 v2.0

**Returning students with a Student ID do not need to fill out the gray portions of this form.**

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Class Requested</b>	<b>ENGL 205 – Technical Writing</b>
<b>Class Month / Date</b>	<b>May 2011</b>

**WAC 490-105-160 – State Licensed School Reporting Requirements:**

<b>Student ID #</b>		
<b>SSN #</b>		
<b>Date of Birth</b>		
<b>Gender</b>		
<b>Disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Race</b>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian Native or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other	
<b>Prior Education</b>	<input type="checkbox"/> Less than high school graduation <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post H.S., no degree or certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master or Doctorate Degree	GED Year _____ Graduation Year _____  Graduation Year _____ Graduation Year _____ Graduation Year _____
<b>Name of Last School Attended</b>		

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**