



Technical Communication Certificate Program (online)

Writing Reports and Proposals – Course Outline (draft)

Course Description:

An introduction to the technical skills involved in writing reports and proposals for business and technical applications. Students develop basic skills in: format types and selection criteria; report and proposal organization; layout and structure; table of contents creation; referencing techniques, and the usage of style sheets.

Week 1: The “How” and “Why” of Technical Reports and Proposals

- When is a report necessary?
- Who typically writes technical reports?
- What kind of report fits which needs?
- Characteristics of various types of reports; length, depth, tone, neutrality vs. advocacy, etc.

Reading:

Instructor’s lecture in course content and sections from the manual.

Discussion:

Pose questions on this week’s topics and respond to at least one other student’s comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.

Week 2: Short Technical Reports

- Definition of “Short Technical Reports (Progress Reports, Incident Reports, Literature Reviews, etc.)
- What’s important, what’s not
- How to format and write short reports

Reading:

Instructor’s lecture in course content and sections from the manual.

Discussion:

Pose questions on this week's topics and respond to at least one other student's comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.

Week 3: Longer, Comprehensive Reports

- Parts of a formal technical report
- Organizing your information
- Appropriate formatting
- Student practice in planning/writing a report

Reading:

Instructor's lecture in course content and sections from the manual.

Discussion:

Pose questions on this week's topics and respond to at least one other student's comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.

Week 4: RFPs and Proposals

- What's an RFP?
- Responding to an RFP
- Writing persuasively

Reading:

Instructor's lecture in course content and sections from the manual.

Discussion:

Pose questions on this week's topics and respond to at least one other student's comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.

Week 5: More on RFPs and Proposals

- Structure/organization of a proposal
- Student practice in planning/writing a proposal

Reading:

Instructor's lecture in course content and sections from the manual.

Discussion:

Pose questions on this week's topics and respond to at least one other student's comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.

Week 6: Issues in Technical Report Writing

- Working collaboratively
- Authorship
- References and citations—printed and online
- Online reports (creating reports online; adapting “paper” reports of effective distribution online)
- “White papers” vs. technical reports: What's the difference?; Which is appropriate when?

Reading:

Instructor's lecture in course content and sections from the manual.

Discussion:

Pose questions on this week's topics and respond to at least one other student's comments on the topics presented in this class or any others that seem appropriate. View assignments submitted by others and ask questions or comment.

Assignment:

In development.