LC-1111 Online Writing Skills for Engineers 2 (1 ECTS)

Period V 2023 V03

For each week, you will independently study material, such as handouts, videos, and/or interactive exercises that support the writing process of a short feasibility report. Although most feedback will come from the teacher, at one point (Week 3), you will exchange your text with another student to see what others are writing about and also to gain a peer's reaction to your writing communication (peer feedback).

Deadlines for the writing assignments: Each week ends Sunday 23:59, unless otherwise stated. The 'new Week' always begins *Monday 00:00* of that week.

Week	Dates	Theme	Writing Assignment (WA) (due by the end of that Week)	Feedback person and method	Suggested amount of time (h) needed per Week
1	24.-30.04.	Introduction to writing short reports	WA1: Outline	Approval of topic by teacher	6-7 h
2	01.-07.05.	Describing the problem and solution (PSP)	WA2: Problem-solution text: Introduction section (200-250 words)	Teacher feedback via video (Panopto)	6-7 h
3	*08.-14.05.	Defining technology/ concepts + Topic sentences (paragraphing)	WA3: Definitions section (added to Introduction) (150-250 words)	Submitting and reviewing reports by & for peer feedback via WA3 Forum	7-8 h
4	15.-21.05.	4A. Evaluating the solution + *Optional 4B*. Use of Articles module 3-5 h*	WA4: Evaluation of solutions section (added to previous sections) (400 words)		5-6 h *8-11 h*
5	**22.-28.05.	Receiving feedback and revising report		On-site/Online meeting for teacher feedback (0.5 h)	2-3 h
6	29.05.-04.06.	Revising report	WA5: Final complete feasibility report (Includes all previous sections and conclusion (Conclusion: 100-200 words))	Final grade on report via Turnitin.	2 h

* This will be a very busy Week, ensure you reserve more time than usual for the assignments:
1. Writing the Definitions section (potentially several paragraphs) and adding it to your Introduction section,
2. Submitting the report (WA3) to receive feedback from two peers, and
3. Giving feedback to two peers on sections of their reports.

** Depending on the final no. of participants, the majority of feedback appointments are scheduled for Week 5 (the scheduler is already available in the section for that week) but, if necessary, a few more will be provided Week 6.

Course assignments and tasks

Course description:
- Completion of weekly online exercises (15%)
- Assignments (45 %)
- Course final report (40 %)

- Exercise modules: 15 pts
- Different stages of writing the feasibility report:
  - WA1 Outline 10 pts
  - WA2 Problem-solution text (intro) 10 pts
  - WA3 Definitions text + peer review (review 2 students' texts) 15 pts
  - WA4 Evaluation of solutions text 10 pts
  - WA5 Final report: 40 pts

  85 pts

The writing process that we follow in this course is illustrated below: you will write your report on your selected topic in sections, but each section will be reviewed and rewritten. By the end of the process, you will have written a complete (but short) feasibility report which will include in-text citations as well as a comprehensive References list (at the end).

Overview of the Writing process

The finished document

Rework, replan and redraft for final review and approval

(4) Evaluate and revise the document

(3) Write drafts and have them reviewed

(3) Draft the document

(2) Decide on your purpose, and devise an approach that will connect with users and is approved by your company/supervisor

(2) Plan the document

(1) Examine, evaluate, and interpret your material

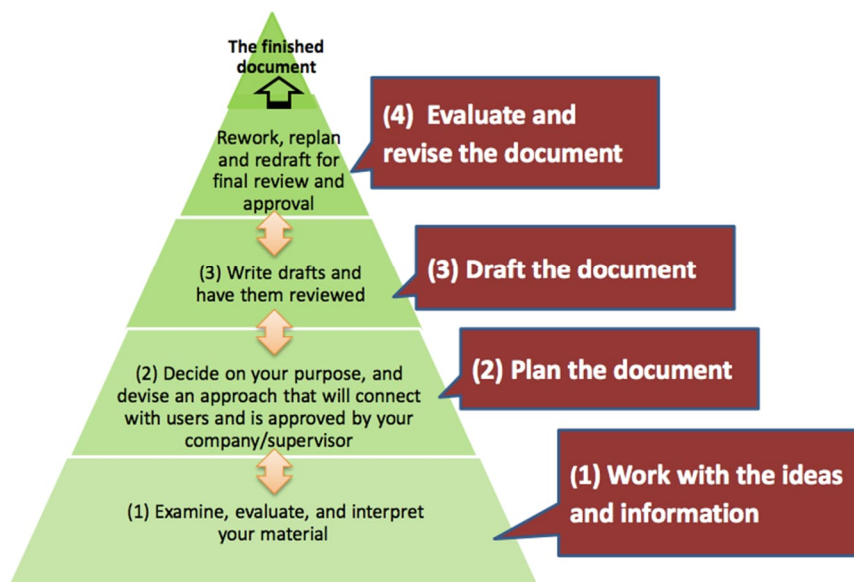**(1) Work with the ideas and information**

Figure 1 The Writing Process for Technical Documents
(Source: Lannon, J. 2006. Technical Communication.)