

## 2311 Technical & Business Writing | Fall 2025

Hybrid + Thursday 4:00-5:50 p.m. ||

All Online Coursework is to be completed by Wednesday of each week

| Week + Thursday Date | Assigned Reading                                                                                                                                              | All Writing Test are in class     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Week 1 – Sept. 18    | Chap. 1: Introduction to Technical Writing (8 pgs)<br>Chap. 2: Understanding Rhetorical Situation (4 pgs)                                                     |                                   |
| Week 2 – Sept. 25    | Chap. 5.1 Writing Resumes (14 pgs)<br>Chap. 5.2 Writing Emails (8 pgs)                                                                                        |                                   |
| Week 3 – Oct. 2      | Chap. 5.3 Memorandums (3 pgs)<br>Chap. 5.5 Professionalizing Social Media (9 pgs)                                                                             | Resume / Email Writing Test       |
| Week 4 – Oct. 9      | Chap. 3 Ethics of Technical Writing (12 pgs)<br>Chap. 9 Communication Across Cultures (5 pgs)                                                                 |                                   |
| Week 5 – Oct. 16     | Chap. 6.1 Business Letter Formats (15 pgs)<br>Chap. 6.2 Overview of Formal Letter Writing (2 pgs)                                                             |                                   |
| Week 6 – Oct. 23     | Chap. 6.3 Application and Cover Letters (6 pgs)<br>Chap. 6.4 Cover Letters (3 pgs)<br>Chap. 6.5 Inquiry Letter (4 pgs)<br>Chap. 6.6 Bad News Messages (6 pgs) | Meet in Library at the Front Desk |
| Week 7 – Oct. 30     | Chap. 7 The Research Cycle (13 pgs)<br>Chap. 11 Creating and Integrating Graphics (20 pgs)                                                                    | -Cover Letter                     |
| Week 8 – Nov. 6      | Chap. 10 Writing Reports (25 pgs)                                                                                                                             |                                   |
| Week 9 – Nov. 13     | Chap. 12: Writing Proposals (10 pgs)                                                                                                                          | Annotated Bibliography            |
| Week 10 – Nov. 20    | Chap. 13 Oral and Visual Presentations (30 pgs)                                                                                                               |                                   |

Last day to withdraw: 3 November 2025

All calendar changes will be highlighted as such

Seth Hulse, M.A.

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|----------------------------------|---------------------------|-------------------------------------------|
| Week 11 – Nov. 24 - Nov. 30      | Thanksgiving Holiday Week |                                           |
| Week 12 – Dec. 4                 | Presentations             | -Group Presentations<br>-Proposal Writing |
| Final Exam: Dec. 11 at 4:00 p.m. |                           |                                           |

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