

## 230805 - TW - Technical Writing

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|---------------------|---|
| Coordinating unit:  | 230 - ETSETB - Barcelona School of Telecommunications Engineering   |
| Teaching unit:      | 756 - THATC - Department of History and Theory of Architecture and Communication Techniques   |
| Academic year:      | 2019  |
| Degree:             | BACHELOR'S DEGREE IN AUDIOVISUAL SYSTEMS ENGINEERING (Syllabus 2009). (Teaching unit Optional)<br>BACHELOR'S DEGREE IN ELECTRONIC SYSTEMS ENGINEERING (Syllabus 2009). (Teaching unit Optional)<br>BACHELOR'S DEGREE IN TELECOMMUNICATIONS SYSTEMS ENGINEERING (Syllabus 2010). (Teaching unit Optional)<br>BACHELOR'S DEGREE IN NETWORK ENGINEERING (Syllabus 2010). (Teaching unit Optional)<br>BACHELOR'S DEGREE IN TELECOMMUNICATIONS SCIENCE AND TECHNOLOGY (Syllabus 2010). (Teaching unit Optional)<br>BACHELOR'S DEGREE IN TELECOMMUNICATIONS TECHNOLOGIES AND SERVICES ENGINEERING (Syllabus 2015). (Teaching unit Optional) |
| ECTS credits:       | 6   |
| Teaching languages: | English   |

### Teaching staff

|              |                                |
|--------------|--------------------------------|
| Coordinator: | Bordera Perez, Maria Del Carme |
| Others:      | Bordera Perez, Maria Del Carme |

### Opening hours

|            |            |
|------------|------------|
| Timetable: | On request |
|------------|------------|

### Prior skills

An intermediate level in the four main linguistic skills (speaking, listening, reading and writing) is required.

### Requirements

No certificate of any sort is required.

### Teaching methodology

This course is designed in the context of English for Specific Purposes (ESP). ESP is an approach to the learning of English that differs considerably from the so-called General Purpose English (GPE). ESP courses are designed to the specified needs of the learner, are related in content (i.e., in themes and topics) to particular disciplines, occupations and activities, and are centred on the language appropriate to those activities.

We concentrate our attention on English for Science and Technology (EST), specifically on the principles of written communication in the technical professions, the process of writing and writing techniques, and the types of documents used for professional technical communication.

### Learning objectives of the subject

Students will learn the process of writing in the English language with focus on their academic and professional tasks.

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### Study load

|                           |                    |     |        |
|---------------------------|--------------------|-----|--------|
| Total learning time: 150h | Hours large group: | 52h | 34.67% |
|                           | Self study:        | 98h | 65.33% |

### Content

|  |  |
|--|--|
| COURSE CONTENT   | Learning time: 1h<br>Guided activities: 1h |
| <p>Description:</p> <p>a. What is technical writing?<br/>Why technical and professional communication is important?<br/>Characteristics of good technical writing</p> <p>b. Pre-writing stage<br/>Audience / Purpose / Style and Tone / Generating Ideas / Outlining</p> <p>c. Writing stage<br/>Drafting / Structuring the Paragraph / Paragraph Patterns / Intra-Paragraph Coherence / Structuring the Essay / Essay Patterns / Inter-Paragraph Coherence</p> <p>d. Post-writing stage<br/>Revising content and organization / Checking for grammatical accuracy / Editing for style</p> <p>e. Format and writing approach for letters, resumes and reports for academic and professional purposes</p> |  |

### Qualification system

A number of writing tasks (individual or in groups) will be completed in class or set as homework. Because of the practical nature of the course, students are required to attend classes. Assignments and tasks will be corrected and graded throughout the course only for those students who attend. Therefore, if a student anticipates problems to comply with this requirement, he or she is strongly advised not to register in this class.

Course evaluation will be as follows:

- Class assignments to be completed throughout the course: 60% of course grade
- End-term test: 40% of course grade

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### Bibliography

#### Basic:

Bombardó Solés, C.; Aguilar Pérez, M.; Barahona Fuentes, C. Technical writing: a guide for effective communication [on line]. Barcelona: Edicions UPC, 2007 [Consultation: 10/03/2015]. Available on: <<http://hdl.handle.net/2099.3/36667>>. ISBN 9788483019276.

#### Others resources:

Students will have access to material specifically designed for the class through their Atenea space. Also, they will be directed to online resources, which they will resort to often for assignments, tasks, and other learning activities.