*Technical Writing/Senior English*

English 12A BMHS Block 1 2015

English 12B BMHS Block 2 2015

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| Ms. Percy  percy\_cg@mtnhomesd.org |

**Course Description**:

This course is designed to provide practical knowledge and practice in areas of technical writing. Technical writing includes many forms of writing so this course will focus on the basics of communication and the creation of coherent and concise writing.

**Course Goals**

Students who successfully complete this course should be able to demonstrate the skills and

knowledge listed below:

 Learn and apply key concepts for achieving a readable technical prose style.

 Gain practice in communicating successfully to both expert and lay audiences.

 Acquire the ability to establish and maintain professional ethos.

 Learn to assess and articulate the benefits and shortcomings of various communication media.

 Learn to analyze and address a wide range of stakeholders and audiences.

 Gain an advanced understanding of key rhetorical constructs, and deploy this understanding to produce the visual and verbal design of documents in variety of technical writing genres.

**Course Requirements & Grading Distribution**:

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| Daily Participation  Writing Projects | 25%  25% |
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| Block 1: Resume Project | 25% |
| Block 1: How To Project | 25% |
|  |  |
| Block 2: Interview & Documentary  Projects | 25% |
| Block 2: Senior Project: Presentation | 25% |

**Explanation of Requirements**:

Students MUST participate and attempt ALL components of the class activities and projects in order to be eligible for completion of course credit.

Daily Participation: Students will be evaluated periodically on in class work, participation in discussions, and general attitude towards learning. These grades will be combined at the end of the block and will represent 25% of each student’s grade. Students are encouraged to attend all classes because some of the activities will depend on classroom participation.

Writing Project: Students will write informal and formal pieces as assigned during each block. These pieces will be collected in their binders and will be evaluated periodically.

Resume Project: This project will involve developing and fine tuning a personal resume which will be a component of the senior project.

Senior Project – Written Section: Seniors will develop formal written responses to the required written portion of the Senior Project.

How To Project: Students will create a multi-media presentation for a How To presentation of the project of their choice.

Interview Project: Students will select an adult to interview about aspects of their life and their careers and present the results of the interview in a documentary film project.

Documentary Projects: Students will craft a documentary film including interviews and narratives for a interview subject of their choice.

Senior Project - Presentation: Seniors will develop a presentation to satisfy the requirements for graduation based on the school district’s guidelines.

**Course Policies**

Class Attendance and Absences: Please refer to the Student Handbook for attendance and absence policies. If you are absent from school but still able to communicate electronically please do!

Electronic Devices: The use of cell phones, I-pads, ear-buds, MP3 players, etc. is prohibited during class. I may alter this policy at my whim, but otherwise I will confiscate any and all devices which is outlined in the BMHS handbook.

Late Work: All work must be completed by the end of the block period. The rest of the deadlines will be flexible.

Conduct: All students are expected to adhere to the guidelines for classroom behavior and academic honesty included in the Bennett Mountain High School 2014-2015 Handbook. In addition to this, each class will develop an Essential Agreement that outlines your class members’ expectations for your daily conduct.