



# Wayne County Community College District

## COURSE SYLLABUS

### ENG 270 Professional and Technical Report Writing

---

**CREDIT HOURS:** 3.00

**CONTACT HOURS:** 45.00

**COURSE DESCRIPTION:**

This course is designed for the advanced student in pre-professional or transfer programs; the designing and presentation of various forms of communications, both written and oral, as solutions to technical problems. The primary focus is report writing. The case approach is used, allowing students to actively engage in problem-solving situations.

**PREREQUISITES:** *ENG 119*

**EXPECTED COMPETENCIES:**

*Upon successful completion of this course, the student will:*

1. Write technical documents for a general audience
2. Write technical documents for an advanced audience
3. Write in a selected technical writing style
4. Design graphics for technical documents
5. Design page layout for technical documents
6. Use the Library
7. Search electronic databases and the internet
8. Interview content experts
9. Prepare surveys
10. Use documentation format in preparing technical documents
11. Incorporate results of research project into technical document (report based on research)
12. Copy-edit technical documents

**ASSESSMENT METHODS:**

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

**GRADING SCALE:**

90%-100% = A  
80%-89.9% = B  
70%-79.9% = C  
60%-69.9% = D  
<60% = E