ENGL 421-003: Technical Writing
Unit II-Technical Description Poster

Credit and Due Dates
- 300 points toward your final grade
- Memo identifying topic and choice of pair or individual work due Wednesday, May 22 (counts toward in class participation points)
- Poster drafts (for peer response) due in class Tuesday, May 28th
- Final posters due Monday, June 3rd.
  - Upload in PDF format to Blackboard assignment submission
  - Come to class with a digital or paper copy suitable to share with the class

Objective:
The purpose of this assignment is to provide a space for you to practice writing and designing a technical description for a topic that interests you. The final deliverable is a poster that provides technical description plus additional features outlined in the Structural Options section below. Composing in this format is an opportunity to practice document design using both text and images.

While you are encouraged to select a topic you already have some knowledge of, this will also be an opportunity to learn more about it through research and representation of the information to an audience who might be unfamiliar with the topic. The time to complete this project is relatively condensed and overlaps Units I and III in the course schedule so project and time management are also skills that will be practiced and developed.

Structural Options:
In this unit, you have the option to work with a classmate as a pair **or** to work individually. Everyone will write and design technical documentation. Depending on your choice to work individually or with a partner, you will amplify your documentation with additional genres from the list below.

Technical Communication Genres
1. Technical Description
   (all projects will focus on this genre)

2. Technical Specifications
3. Technical Definitions
4. Instructions
5. Procedures/Protocols
6. Safety Information
7. Troubleshooting Guide/FAQ

Individual Option:
If you chose to complete your deliverables individually, your poster should focus on a technical description and include **one** other genre from the list.

Partner Option:
If you choose to work with a classmate to complete your deliverables as a pair, your poster should focus on a technical description and include **two** other genres from the list.

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Transmittal Letter:
A transmittal letter is a brief explanatory document (usually formatted as a letter or memo) that accompanies a larger project. For this project, you should include a transmittal letter or memo with your final poster draft in which you identify the technical communication genres you use in your poster and any other design choices you might want to explain.

For those who choose to work in pairs, each partner should also a short email to Ryan (murph355@purdue.edu) when the final poster is submitted. The email should briefly describe the work that each person contributed to the project, any other notes you'd like me to know about.

Final Deliverables
There are several components to this assignment. There will be class time allotted to work on most of them and I am happy to help you with any of them.
1. Initial planning document (topic identification, identification of intent to work individually or as a pair) **Due Wednesday, May 22**
2. Poster Draft for Peer Response Workshop, **Due Tuesday, May 28**
3. Final Poster Draft in Digital Format, **Due Monday June 3**
    a. Upload to assignment submission in Blackboard
    b. Have a copy that can be displayed in class on June 3
4. Transmittal letter or memo, **Due Monday June 3**

Generative Work Process
* Read *TCT, Chapter 7: Technical Descriptions and Specification; TCT, Chapter 8: Instructions and Documentation;* and other in-class reading as identified throughout the unit
* Genre analysis of various technical communication genres. This occurs both in class from crowdsourced examples and samples loaded to Blackboard as resources to review.
* Seek out document review and feedback, from peers, instructors, writing center tutors, and industry professionals
* On studio days, bring your work to class. Ask questions. Share resources.

Analytic rubric for this unit provided separately.