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0bP - 0b100

Teaching Technical Writing

Unit Pedagogy

Revision Date: Sep 11, 2017

Duration: 105 50-minute sessions



Lesson Summary

Summary: Teachers will learn about the importance of and motivations for teaching technical writing. They will go over citations and resources that can be used to assist with citations. After that, the teachers will go over the steps of the writing process. The lesson will conclude with a sample grading activity of student examples.

Objectives: Teachers will:

- Understand the motivations for teaching technical writing.
- Know about resources for citations and technical writing.
- Practice grading technical writing.
- Understand the steps of the writing process.
- Understand how to properly cite a paper.

Outcomes:

(Time: 105 minutes)

1. Motivation for Teaching Technical Writing
2. Citations Review
3. The Drafting & Writing Process
4. Sample Grading

Learning Objectives

Teacher Resources

Teaching Technical Writing Folder (<https://drive.google.com/open?id=0B5vAY-fhOT-iWIVOYXEXQ2EtUIk>)

Lesson Plan

TOTAL: 105 minutes

Why Teach Technical Writing?

Use the PowerPoint to guide this lesson. Acknowledge that lesson is aimed at younger AP students, who often have not yet developed strong writing skills. Note that the "personal essay" style of writing is not appropriate for the formal science writing that they will need to do in class. Remind teachers that they are not allowed to assist students with the actual performance writing tasks.

Citing Sources

- Go over citations - information on various citation styles, such as APA and MLA, can be found online (see Teacher Resources).
- Inform teachers about Citation Machine and other citation websites. Specifically, Citation Machine allows students to upload their papers and have them "marked" for a particular citation style they select when uploading a document.
- Remember to stress the importance of proper citation. Teachers need to do it when using content to be good examples for the students.

Basic Steps

Have students:

1. Develop their "thesis" for the task - state the topic and main idea they are trying to convey
2. Outline the sections of their paper
3. Do research and document sources; organize information
4. Create a checklist to organize thoughts before writing
5. Draft report
6. Review and edit report for content, grammar, and spelling
7. Finalize report

Define the Project and Topic

Questions to ask:

- What is the purpose of the project?
- What topic has the student selected? Is it appropriately defined?

Students ought to be able to write a brief summary or abstract to summarize the project prior to beginning the actual project to show a clear understanding of the topic.

Research and Document

- Students should research their topic online. Libraries are good resources as well.
- Documentation of all information should be done as information is accumulated.
- Their information and thoughts should be logically sequenced before writing the final report

The Writing Process

- Students should draft the report and let it "settle", giving the writer time to think about the content of the report and evaluate its clarity, accuracy, and scope
- Review and edit the report for content, grammar, spelling, punctuation, and use of abbreviations. This gives students an opportunity to read it again and look for changes, additions, etc.
- Finalize report

Sample Student Handout

- Write an introduction - explain the topic.
- Develop a checklist for technical development of the topic.
- Guidelines - organize info, be succinct in your text, make sure to accurately present information
- List component parts of the report - introduction, body, etc.

The Process

- Give students a timeline to follow
- Check to make sure students have met certain deadlines to break the project into manageable parts
 - Give them due dates for organizing research, drafting, finalizing and submitting the work

Show additional online resources for teachers

Look at Powerpoint that teachers can go through with students

Grading Activity

Teachers critique student work. Then, discuss possible modifications to make the writing more concise and clear.



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Authored by: CS Matters in Maryland

Website: csmatters.org (<http://csmatters.org>)

Email: csmattersinmaryland@gmail.com (<mailto:csmattersinmaryland@gmail.com>)

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