Hochschule München University of Applied Sciences

Course Description
Technical Writing
Winter Semester 2024/2025
EFFECTIVE 2024.10.01

In this distance learning course, you will gain theoretical knowledge about crafting suitable professional and academic documents in English. You will refine your writing process, strengthen your planning strategies, and enhance your revision skills. Additionally, you will apply and practice your writing and reflection abilities, cultivating the necessary expertise for both your current studies and your future career.

Prerequisites:

Participants are required to have adequate English language skills (intermediate to post-intermediate).

Teaching methods:

This course employs a constructivist approach to document analysis and text production, drawing on current research in academic literacy. Cooperative distance learning methods include a rhythmic alternation between instructor input, learning videos and web-based streaming, as well as live discussions, chats, group work, peer review and independent participant work, ensuring a diverse knowledge transfer experience. Synchronous Zoom conferences are complemented and deepened by asynchronous communication and iterative improvement of writing assignments via the HM Moodle platform.

Learning outcomes:

By the end of the course, you are expected to be able to

- Identify the role of psychological factors in writing and reading.
- Recognize the needs of different audiences.
- Develop sensitivity to usability demands.
- Analyze technical and scholarly documents and locate features of best-practice writing.
- Apply text revision skills to both your own writing and peer documents.
- Organize and manage your writing process.
- Demonstrate your knowledge about argumentation structures.
- Engage with the responsible uses of AI in writing.

Workload:

Total contact and self-study hours: 150

Requirements:

- Regular and active participation in the online sessions.
- Regular use of the Moodle platform to check background material, to complete individual and group assignments, and to upload written documents on or before deadlines.
- You are required to accomplish the following written assignments as part of your individual portfolio, adhering to the specified due dates:
  HA#1: Plan of writing project
  HA#2: Annotated bibliography (10 entries)
  + Review of two peer documents (written feedback)
  HA#3: Chart description and the assessment of chart quality (800 – 1000 words)
  + Review of two peer documents (written feedback)
  Term paper as an immanent module examination: Argumentative essay based on the above steps of prewriting (2000 - 2500 words)

Assessment:

In accordance with the study and examination regulations, your performance will be assessed on the basis of your written assignments during the semester, which account for 40 % of the final grade, and the term paper to be submitted by the end of the course, which accounts for 60 %. Upon successful completion, 5 ECTS are awarded, applying the German university grading system.