

Technical Writing (A704029)

Course size	<i>(nominal values; actual values may depend on programme)</i>			
Credits 5.0	Study time 150 h	Contact hrs	45.0 h	

Course offerings in academic year 2023-2024

B (semester 2)	English	Gent
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Lecturers in academic year 2023-2024

Daems, Joke	LW22	lecturer-in-charge
N., N.		co-lecturer

Offered in the following programmes in 2023-2024

	crdts	offering
Master of Arts in Technology for Translation and Interpreting	5	B
Postgraduate Certificate Computer-Assisted Language Mediation	5	B

Teaching languages

English

Keywords

Structured writing, document models, DITA

Position of the course

How can we efficiently transfer knowledge? This course covers the base principles of technical writing. In hands-on sessions, students learn how to write technical documentation. We also show which tools and document models can support this writing process.

Contents

This course's main objective is to offer students the skills:

- to write clear and efficient technical documentation and reports;
- to write documents that meet the requirements of the target audience;
- to use document models to support structured writing (eg. DITA Darwin Information Typing Architecture)
- to use software (e.g. Oxygen) to write technical documentation

Initial competences

The student:

- Has a good command of English;
- Has good computer skills

Final competences

- 1 The student has the skills to efficiently organize and write technical documentation.
- 2 He/she knows the base principles behind technical writing and can use the available tools for supporting structured writing.

Conditions for credit contract

This course unit cannot be taken via a credit contract

Conditions for exam contract

This course unit cannot be taken via an exam contract

Teaching methods

Self-reliant study activities, seminar: practical PC room classes

Learning materials and price

Slides

Exercises on learning platform: additional materials and exercises

Estimated cost: 0 €

References

dita.xml.org

Course content-related study coaching

Individual feedback on the exercises.

Evaluation methods

end-of-term and continuous assessment

Examination methods in case of periodic evaluation during the first examination period

Examination methods in case of periodic evaluation during the second examination period

Written examination

Examination methods in case of permanent evaluation

Assignment, skills test

Possibilities of retake in case of permanent evaluation

examination during the second examination period is possible

Extra information on the examination methods

Throughout the semester, students have to make some practical assignments. At the end of the course, they have to accomplish a complete technical writing project and critically reflect on the different stages. The final project is discussed in an oral defense.

Calculation of the examination mark

First session:

- skills test (40%)

- assignment (60%)

Second session: exam 100%

In order to pass, students must participate in at least 80% of all evaluations and obligatory activities such as guest lectures. If a student is absent due to a legitimate reason, an individual alternative assignment can be given.

Facilities for Working Students

Class attendance is strongly recommended.

Limited possibility of feedback via e-mail, restricted to answering specific questions.