

Written Communication

Course Outcome Summary

Course Information

Organization	WTCS - Wisconsin Technical College System
Developers	WTCS General Studies Instructors
Development Date	6/3/1996
Revised Date	1/21/2004
Course Number	10-801-195
Instructional Level	Associate Degree
Potential Hours of Instruction	54
Total Credits	3

Description

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	54	3

Competencies

A. Establish document purpose

Feedback - You will demonstrate your competence:

A.1. through written assignments made throughout the term

Performance will satisfactory when:

- A.1. purpose encompasses subject, scope, and thesis
- A.2. purpose indicates primarily informative or persuasive approach
- A.3. purpose establishes the focus for a unified document
- A.4. purpose statement is free of confusion and contradictions
- A.5. stated purpose matches the assigned task

B. Apply audience analysis techniques

Feedback - You will demonstrate your competence:

B.1. through written assignments made throughout the term

Performance will satisfactory when:

- B.1. you identify a specific audience
- B.2. you analyze the audience
- B.3. you incorporate an analysis into documents

C. Employ rhetorical strategies

Feedback - You will demonstrate your competence:

C.1. through written assignments made throughout the term when criteria checklists

call for specific rhetorical patterns

Performance will satisfactory when:

- C.1. document uses appropriate strategy(ies) (e.g. narrative, example, comparison and contrast)
- C.2. one strategy dominates the document (e.g. argumentative, analytic, informative)
- C.3. strategy matches task

D. Generate ideas for writing

Feedback - You will demonstrate your competence:

- D.1. through written assignments made throughout the term

Performance will satisfactory when:

- D.1. ideas are generated using accepted invention techniques, (e.g. outline, mapping, brainstorming)
- D.2. ideas are generated from analysis of text(s)
- D.3. sufficient ideas are generated to complete the task
- D.4. ideas are recorded

E. Research outside sources

Feedback - You will demonstrate your competence:

- E.1. through the completion of researched arguments and/or reports

Performance will satisfactory when:

- E.1. you locate a variety of appropriate sources
- E.2. document follows an accepted standard for documentation (e.g. MLA, APA, Chicago)
- E.3. you use varied sources of information
- E.4. you differentiate between primary and secondary sources
- E.5. you extract information using a variety of methods, i.e., quotes, paraphrases, summaries
- E.6. you use accepted documentation standards

F. Synthesize information from sources

Feedback - You will demonstrate your competence:

- F.1. through the completion of researched arguments and/or reports

Performance will satisfactory when:

- F.1. document relies on multiple sources
- F.2. document presents relevant evidence from sources that is sufficient to the purpose, scope, and audience
- F.3. quotes and paraphrases retain the intent of the original document
- F.4. document presents concrete and accurate evidence from sources
- F.5. document integrates quoted and paraphrased information
- F.6. document distills source material into original statements
- F.7. document forms valid conclusions based on diverse viewpoints

G. Organize document content

Feedback - You will demonstrate your competence:

- G.1. through written assignments made throughout the term

Performance will satisfactory when:

- G.1. document presents an organizational scheme suited to purpose and audience
- G.2. document displays distinct introduction, body, and conclusion

G.3. document utilizes appropriate transitions

H. Write final text from drafts

Feedback - You will demonstrate your competence:

H.1. through written assignments made throughout the term

Performance will satisfactory when:

H.1. final text incorporates ideas generated in earlier steps

H.2. final text relies on concrete support

H.3. final text includes necessary documentation

H.4. final text's tone matches document's purpose

H.5. final text selects language for the specific audience (concrete, abstract)

H.6. final text uses ideas that are clearly related to thesis

H.7. final text emphasizes ideas of greatest importance

H.8. final text is free of confusion and contradiction

H.9. final text states or clearly implies a thesis

H.10. final text is concise

I. Design document format

Feedback - You will demonstrate your competence:

I.1. through written assignments made throughout the term

Performance will satisfactory when:

I.1. you produce the document format appropriate to audience, purpose, content, and situation

I.2. document appearance conforms to specified standards for format

I.3. document design contributes to readability

J. Assess document for revision

Feedback - You will demonstrate your competence:

J.1. through written assignments made throughout the term

Performance will satisfactory when:

J.1. you evaluate credibility of sources of feedback

J.2. you respond to/gives feedback

J.3. you discriminate between valid and invalid criticism

J.4. you identify specific aspects of current draft influenced by reader- and/or self-assessment

J.5. document incorporates valid criticism in revision

K. Edit document based on conventions of standard English

Feedback - You will demonstrate your competence:

K.1. through written assignments made throughout the term

Performance will satisfactory when:

K.1. you verify English usage against conventional standards (spelling, punctuation, sentence structure, and usage)