

Technical Writing ENG-201-TE

This TECEP® assesses the ability to craft documents needed in the modern workplace. Attention is placed on formatting and the clear and concise sharing of information to enable the reader to take action. The study of a technical writing textbook or handbook is expected; the student must take into account both real-world examples and academic issues such as workplace morale, legal issues, and ethics. (3 s.h.)

- Test format: See below
- Passing score: 70% (70/100 points). Your grade will be reported as CR (credit) or NC (no credit).
- Time limit: 3 hours

PART 1

You will be asked to create an email on a general topic that will be provided. In addition to the content of the email, you must provide the subject line for the message.

Suggested time: 30 – 45 minutes

This part is worth 25 points.

PART 2

You will be asked to write directions how to complete a complex workplace task or procedure on a general topic that will be provided.

Suggested time: 30 – 45 minutes

This part is worth 25 points.

PART 3

You will be asked to answer two short questions about the appropriate use of visuals in context.

Suggested time: 30 minutes

This part is worth 15 points.

PART 4

You will be asked to write a longer piece of audience-focused writing on a general topic that will be provided.

Suggested time: 1 hour

This part is worth 35 points.

Tecep Technical Writing Guide

Suzanne Disheroon, Kenneth R. Price



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earned her master's and doctorate degrees in English from the University of North Texas. Dr. Disheroon's areas of expertise include the writing and development of technical manuals, instructional design, grant writing, and editing. Kenneth R. Price teaches graduate and undergraduate professional and technical communication courses at Texas A&M University, Chico, where he directed the professional technical writing program. He was also a software documentation consultant to Macromedia. Handbook of Technical Writing, Tenth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2012

Combining guidance for writing over 40 types of professional documents with thorough coverage of grammar, usage, and style, the Handbook of Technical Writing functions as both a writer's handbook and a complete guide to technical communication. It provides quick access to hundreds of topics and scores of sample documents and visuals. publisher's note

Pocket Guide to Technical Writing William S. Pfeiffer, 1998 Pfeiffer's Pocket Guide to Technical Writing gives quick access to the essentials of on-the-job writing. It includes the following features: For speed, For organization, For Visual appeal, For Correctness. **The Complete Idiot's Guide to Technical Writing** Krista Van Laan, Catherine Julian, 2001. Covers the field of technical writing, providing information on such topics as building a portfolio, writing an effective resume, finding well-paying jobs, passing a writing exam, and creating a document online. **Technical Writing. A Guide for Effective Communication** Carmén Bombardó Solés, Clàudia Barahona Fuentes, Marta Aguilar Pérez, 2007-01. The Insider's Guide to Technical Writing Krista Van Laan, 2012-05-15. Every complex product needs to be explained to its users, and technical writers, also known as technical communicators, are the ones who do that job. A growing field, technical writing requires multiple skills, including an understanding of technology, writing ability, and great people skills. Whether you're thinking of becoming a technical writer just starting out or you've been working for a while and feel the need to take your skills to the next level, *The Insider's Guide to Technical Writing* can help you be a successful technical writer and build a satisfying career.

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Handbook for Technical Writing James H. Shelton,1994 To write every kind of document to achieve maximum impact Section 4 gives fully executed examples of technical communications written by professional technical writers with detailed explanations of how and why they communicate so effectively A Rules of the Road Appendix of the basics of grammar and style rounds out this invaluable reference to help smooth your way to more polished and professional documents In business and the technical disciplines the importance

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