

Technical Writing 104 (Introduction) - summer course - Planned Tasks and Assignments

Area/Topic	Task	Notes	Weighting
Tenders & Request for Proposals (RFP)	Find an example of a Tender or RFP from any source and bring it to class. Summarise in writing what the Tender/RFP is about		
Proposal	Write a memo to your instructor outlining what you are planning to write in your <u>proposal</u> , including planned headings and sub-headings	After consultation and feedback from your instructor, you begin your proposal report.	
	<p>Write a proposal. This should include:</p> <ul style="list-style-type: none"> • A covering letter to the organisation • A proposal report with a cover page and properly formatted report. 	Some basic feedback will be given on the 1 st draft. <u>A final version must then be submitted three days.</u>	10% Proposal marked. Covering letter excluded
Progress Reports	Write a memo to your instructor outlining what you are planning to write in your <u>progress report</u> , including planned headings and sub-headings	After consultation and feedback from your instructor, you begin your progress report.	
	<p>Write a progress report. This should include:</p> <ul style="list-style-type: none"> • A covering letter to the organisation • A proposal report with a cover page and properly formatted report. 	Some basic feedback will be given on the 1 st draft. <u>A final version must then be submitted three days.</u>	15% Proposal marked. Covering letter included
Instructions and Manuals	Write a memo to your instructor outlining what you are planning to write in your <u>instructions</u> , including planned headings and sub-headings	After consultation and feedback from your instructor, you begin your progress report.	
	<p>Write an instructions report/manual. This should include:</p> <ul style="list-style-type: none"> • A covering letter to the organisation • An instructions report with a cover page and properly formatted report. 	Some basic feedback will be given on the 1 st draft. <u>A final version must then be submitted three days.</u>	20% Instructions including covering letter marked.

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<i>Final Assignment</i>	To include a <ol style="list-style-type: none">1) New Proposal2) New Progress Report3) An MS Power point presentation explaining the project	You will need to submit one final version of both reports and a copy of your MS Power Point presentation (40%) Present to class and answer questions.	55%
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