Module Specification

Technical Writing and Editing

Version: 2023-24, v3.0, 14 Jun 2023

Contents

Part 1: Information

Module title: Technical Writing and Editing

Module code: UFCFD5-15-3

Level: Level 6

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Environment & Technology

Department: FET Dept of Computer Sci & Creative Tech

Partner institutions: None

Field: Computer Science and Creative Technologies

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Technical writing and editing are essential skills in our information-rich society. Technical is used in its broader sense to mean relating to a specialised subject, rather than necessarily to concern information and communication technology. Writing is used to cover both printed and electronic publications and communications.

Features: Module Entry Requirements

Students must have 200 credits at Level 1 or 2 or equivalent professional experience.

Educational aims: In addition to the Learning Outcomes, the educational experience may explore, develop, and practise but not formally discretely assess the following:

Collaboration on writing and communication projects

Providing constructive feedback on the writing of peers

Gathering and evaluating information from a range of sources for an individual writing project

Outline syllabus: The syllabus will cover:

Technical writing and technical editing, contrasted - skills common to writers, skills common to editors

Designing a technical document: situational analysis, arrangement

Drafting, revising and editing, copymarking and proofreading, tracking revisions and version control

Writing style, accuracy (factual and technical), usability. House and document style guides

Writing and editing for specific audiences - readability, terminology, use of illustrations and other non-textual elements, layout suited to purpose

Disability awareness in writing and editing

Writing and editing for an international audience: language considerations, cultural considerations, technical differences

Writing and editing issues specific to different kinds of technical writing: instructions; learning and reference guides; requirement specifications; online documentation; writing about computer systems; writing and editing computer manuals and other documentation; posters

Academic writing skills for projects and dissertations

Using sources: intellectual property issues

The editor's role: editorial skills; editor's responsibilities - to the writer, to the customer, for accuracy, for time management, for understanding. Editing as a form of project management

The editor within the team - quality, objectivity, cost, efficiency, economy of scale; the editor's job

Working with other people - writers, managers, production staff and clients; collaborative writing, dividing and coordinating the work, keeping focus, achieving consistency of style

Purpose and process of editorial reviews, editing stages and product development schedule; developmental editing - objectives, inconsistencies, content issues, style issues, potential problem areas

Production edits: scheduling, text, structure, page layout, figures and tables, table of contents, index, final details

Editing in electronic format

Part 3: Teaching and learning methods

Teaching and learning methods: Hours

Contact time 36

Assimilation and development of knowledge 74

Exam preparation 20

Coursework preparation 20

Total study time 150

The three hours of contact time will be used each week for:

a two hour workshop involving practical interactive activities as detailed below.

a one hour session to be used flexibly, for example for small group and individual feedback on work in progress.

The course will be very practical in approach. The scheduled learning sessions will be conducted as workshops, with discussions, exercises and interactive activities as well as formal presentation of relevant theory.

Independent learning will involve essential reading, case study preparation, assignment preparation and completion, working both individually and in small groups.

Case studies of good and bad practice in technical writing and editing, will be used to introduce and reinforce the methodologies and concepts.

At the same time students will be producing their own technical documents, applying editing and writing techniques.

Ongoing formative feedback will be given to support students' work on their assignments.

Students will become aware of the strengths and weaknesses of their own use of the English language and use this knowledge to help them to become effective editors

and writers. They will be encouraged to apply the techniques they are learning to the writing of reports and dissertations in other modules.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Analyse, design and evaluate written communication processes

MO2 Conduct a situational analysis, and reconcile and apply a range of stakeholder perspectives

MO3 Show a detailed knowledge and understanding of technical writing and technical editing, including awareness of personal responsibility and relevant professional and ethical issues

MO4 Write good, accurate technical English to suit particular and multiple audiences

MO5 Edit documents for correctness, consistency, accuracy and completeness

MO6 Demonstrate key transferable skills in communication and reflective practice

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Total = 150

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://uwe.rl.talis.com/modules/ufcfd5-15-3.html

Part 4: Assessment

Assessment strategy: At both first sit and resit, he assessment strategy will consist of one coursework assessment and one examination. The coursework assessment will be an individual writing project based on work covered in lectures and tutorials,

with a reflective section evaluating the student's use of theoretical concepts and practical skills taught. Guidance will be offered to the students during tutorials and via interim written feedback. The examination will be a group-based poster session applying the reading, lecture content and tutorial work to a scenario representative of the real world. Marks may reflect individual performance at the discretion of the examiner. A range of scenarios will be used to ensure that the sessions will be informative and stimulating for the student audience. The poster session will be held within scheduled classes.

Summative Assessment

Group poster session: approx. 20 minutes duration per group, groups to be audience for other groups' Q and A sessions.

Individual writing project. Design and writing of a set of technical instructions, together with a reflective commentary and a portfolio of working documents.

Formative Assessments

In-class discussions and exercises
Assignment proposals with feedback
Online tests and quizzes

The group-based poster sessions will give the students the opportunity to experience and reflect on collaborative communication, although this will not be formally assessed.

The group element will be handled as necessary at resit.

Assessment tasks:

Poster (First Sit)
Description: Poster
Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2

Project (First Sit)

Description: Writing / editing project (individual)

Weighting: 75 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO3, MO4, MO5, MO6

Poster (Resit)

Description: Poster

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2

Project (Resit)

Description: Writing/editing project (individual)

Weighting: 75 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO3, MO4, MO5, MO6

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Digital and Technology Solutions (Software Engineer) {Apprenticeship-UCW}
[Sep][FT][UCW][4yrs] BSc (Hons) 2021-22

Digital and Technology Solutions (Business Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2021-22

Digital and Technology Solutions (Cyber Security Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2021-22

Digital and Technology Solutions (Data Analyst) {Apprenticeship-UCW} [Sep][FT][UCW][4yrs] BSc (Hons) 2021-22

Information Technology {Top-Up} [Frenchay] BSc (Hons) 2023-24

Information Technology {Top-Up} [Frenchay] BSc (Hons) 2022-23

Business Computing [Frenchay] BSc (Hons) 2022-23

Business Computing {Foundation} [Sep][SW][Frenchay][5yrs] BSc (Hons) 2021-22

Software Engineering for Business [Sep][FT][Frenchay][3yrs] BSc (Hons) 2021-22

Business Computing {Foundation} [Sep][FT][Frenchay][4yrs] BSc (Hons) 2021-22

Computing [Sep][FT][Frenchay][3yrs] - Not Running BSc (Hons) 2021-22

Information Technology {Dual}[Mar][FT][Taylors][3yrs] BSc (Hons) 2021-22

Computer Security and Forensics {Foundation} [Feb][FT][GCET][4yrs] BSc (Hons) 2020-21

Computer Security and Forensics {Foundation} [Oct][FT][GCET][4yrs] BSc (Hons) 2020-21

Software Engineering for Business {Foundation} [Sep][FT][Frenchay][4yrs] BSc (Hons) 2020-21

Computing [Sep][SW][Frenchay][4yrs] BSc (Hons) 2020-21

Computing {Foundation} [Sep][FT][Frenchay][4yrs] - Not Running BSc (Hons) 2020-21

Software Engineering {Foundation} [Feb][FT][GCET][4yrs] BEng (Hons) 2020-21

Software Engineering {Foundation} [Oct][FT][GCET][4yrs] BEng (Hons) 2020-21

Computing {Foundation} [Sep][SW][Frenchay][5yrs] BSc (Hons) 2019-20