

# SUMMER WORKSHOPS FOR TECHNICAL WRITING TEACHERS

## **THE TECHNICAL WRITING INSTITUTE FOR TEACHERS** Rensselaer Polytechnic Institute, June 13-17, 1983

RPI's 269 acre campus overlooks the city of Troy, New York, which lies near the junction of the Hudson and Mohawk Rivers and the eastern terminus of the historic Erie Canal. The cities of Albany and Schenectady are minutes away.

TWIT will provide an intensive practicum in the teaching of technical and professional communication to both the inexperienced and experienced teachers. Participants also will have the opportunity to attend portions of the 31st Annual Technical Writers' Institute, which runs concurrently. This unique experience will introduce the teacher to the real world of technical communication through interchange with some of its practising professionals.

RPI will award 3 semester hours of graduate credit to eligible participants who apply to the Graduate School, complete course requirements, pay the graduate admission fee, pay the difference between the TWIT fee and RPI's normal graduate fee.

### **Sessions Include**

From Teacher of Literature to Teacher of Technical Writing, A Teacher's Bibliography for Technical Writing, What To Do Monday Morning--Your First Technical Writing Class, Writing in Industry (TWI Panel), Visual Communication, Computers, Teaching in the Two and Four Year College, Publishing in Technical Writing

### **Director**

Professor David L. Carson, Director, RPI Master's Programs in Technical Writing and Communication and the Bell Labs graduate program in Technical Communication; President, the Association of Teachers of Technical Writing; Chairman, NCTE Committee on Technical and Scientific Communication

### **Administration**

Monday, June 13 through Friday, June 17. Tuition is \$525.00 and includes instructional materials, daily refreshments, daily luncheons, institute receptions, the institute banquet, and membership in the Association of Teachers of Technical Writing. Housing in air-conditioned Nugent Residence (\$14.00 per night/double occupancy, \$20.00 per night/single occupancy) or at the nearby Holiday Inn.

### **Write**

Dr. David L. Carson  
Director, Technical Writing Institute for Teachers  
Continuing Studies, R.P.I.  
Troy, New York 12181  
Telephone (518) 270-6442

## **COMMUNICATING TECHNICAL INFORMATION** Massachusetts Institute of Technology, June 13-17, 1983

Communicating Technical Information has been presented every summer at MIT since 1956. The 1983 edition, like its predecessors, is designed to appeal to a heterogeneous audience. We believe that a mix of writers, professional scientists and engineers, and technical writing instructors makes the course interesting and intensifies the learning process.

Academic credit is not offered, but a certificate attesting to the completion of the program will be awarded.

### **Sessions Include**

General lectures for those interested in the basic principles of technical writing and editing, seminars and workshops to supplement these, laboratories for those who would like to concentrate intensively on the basics of writing and editing, group discussions for those who wish to exchange information with professionals in technical specialties including science writing, software documentation, engineering education, and publications management. Specific topics include Preparing Style Manuals, Developing In-Plant Courses in Technical

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Writing, Developing College Courses in Technical Writing, Oral Presentation, Graphics, Publications Management

### **Director**

Dr. James G. Paradis, Associate Professor of Technical Communication, MIT

### **Administration**

Monday, June 13 through Friday, June 17. Tuition \$800.00. Housing in MIT dormitories \$110.00 single occupancy, \$130.00 double occupancy, from the Sunday preceding the program's opening through 11:00 a.m. of the Friday at the program's conclusion.

### **Write**

Communicating Technical Information  
Office of the Summer Session  
Room E19-356  
Massachusetts Institute of Technology  
Cambridge, Massachusetts 02139



## **SCETC INSTITUTE IN TECHNICAL COMMUNICATION University of Southern Mississippi, Gulf Park Campus, June 27-July 1, 1983**

The Southeastern Conference on English in the Two-Year College (SCETC) is an affiliate of the National Council of Teachers of English.

Gulf Park is located directly on the beautiful Mississippi Gulf Coast, on US Highway 90, approximately 2 miles west of Gulfport, 10 miles west of Biloxi's strip, and 75 miles east of New Orleans.

Three semester hours of graduate credit are available from the University; the fee is \$135.00.

The Institute is designed to help teachers who want to teach a new course in technical or business communication, to make the transition from literature to applied communication, to exchange ideas with other

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teachers, new and proven assignments, to learn about word processing and computers, to discuss problems with nationally known faculty, to enjoy a week of learning in relaxed, southern surroundings.

### **Sessions Include**

Prewriting: Getting from Nothing to the First Draft, Teaching Audience Analysis, Planning a Technical and Business Communication Course, Adapting to Special Students' Needs, Word Processing Update, Effective Business Letters, Résumés That Get Results, Graphics Layout and Design, Computers--Friend, Not Foe, Resources for the Technical and Business Teacher

### **Directors**

Dr. Nell Ann Pickett, Hinds Junior College, Raymond, Massachusetts. Co-author of Technical English and Occupational English. Co-editor of Technical and Business Writing in Two-Year Programs. Associate Chair of NCTE Committee on Technical and Scientific Communication.

Dr. Dixie E. Hickman, University of Southern Mississippi, Hattiesburg, Editor of ATTW Anthology No. 5 Teaching Technical Writing: Graphics.

### **Administration**

June 27-July 1. Tuition \$300.00. Housing, meals and all meetings will be in the conference centre on the Gulf Park campus; a \$190.00 fee covers all meals, lodging, refreshment breaks and a special Seafood Jamboree on the beach.

### **Write**

Dr. Nell Ann Pickett  
SCETC Institute in Technical Communication  
Hinds Junior College  
Raymond, Mississippi

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## **MARTHA'S VINEYARD SUMMER WORKSHOP:**

### **TEACHING TECHNICAL WRITING**

**Northeastern University, July 19-28, 1983**

The workshop will be held at the Nathan Mayhew Seminars Building and the Tisbury School, both in Vineyard Haven, Massachusetts. During leisure hours, sunning, swimming, sailing, golf, tennis and fishing can help make summer life enjoyable. Nearby are Chappaquiddick, the old whaling port of Edgartown, the gingerbread houses and honky-tonks of Oak Bluffs, and island landmarks such as the Chicama Vineyards, the Windpower Museum, and James Taylor's and Carly Simon's nightspot, The Hot Tin Roof.

#### **Sessions Include**

Appealing to both high school and college teachers, the workshop includes working with graphics and layout, writing instructions, and brainstorming and devising research strategies for technical reports. Peer editing and testing, and group writing and revision are integral to the course. All working sessions will provide ideas for assignments and course design, and will provide the opportunity to address problems such as the non-native speaker as a technical writing student. Hands-on work with TRS-80 microcomputers will augment the sessions, providing valuable experience for teachers of computer literate students.

#### **Directors**

Helen Loeb is Director of Technical Writing Programs at the university and an active liaison with Boston area high technology firms. She is co-author of Writing for the Computer Industry with Bill Coggin, author of numerous articles on technical writing.



#### **Write**

Dean Timothy Perkins  
College of Arts and Sciences  
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Boston, Massachusetts 02115  
Telephone (617) 437-4364

#### **Write**

Technical and Professional Communication  
Department of Humanities  
College of Engineering  
University of Michigan  
Ann Arbor, Michigan 48109

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## **TEACHING TECHNICAL AND PROFESSIONAL COMMUNICATION:**

### **An Introduction to Teaching Written Communication for Engineers, Scientists, and Other Professionals**

**The University of Michigan, August 1-5, 1983**

This conference is designed to improve instruction in technical and professional communication in universities, colleges, technical institutes, professional schools, and community colleges. It is designed especially for teachers new to teaching such courses and for administrators responsible for developing such programs. The conference is also useful for experienced teachers from both educational institutions and industry to exchange ideas and to learn new approaches to teaching communication.

#### **Sessions Include**

The first component examines topics such as Organizational and Problematic Contexts for Technical Writing, Types of Technical Writing Courses, Management's Perspective, and Designing Objectives for Technical Writing Courses. The second component examines topics such as Report Writing Topics and Assignments, Evaluation and Grading, and Computer Assisted Instruction. The third, Library Resources, Consulting, Research, Word Processing, Textbook Selection, Societies and Journals, and the Legal and Regulatory Context.

#### **Directors**

Dr. J.C. Mathes and Dr. Dwight W. Stevenson, professors, Department of Humanities, College of Engineering, University of Michigan

#### **Administration**

August 1-5, 8:30 to 5:00, with lunchbreak. Tuition is \$450.00 per person, covering all conference materials, a bus tour of the campus and a picnic. Participants arrange their own housing; upon acceptance, you will be furnished with a list of housing possibilities, including both university and commercial housing. Meals will be on your own at area restaurants with the exception of the included picnic on August 2.