

## ACE Study Resource – ENGL 2311

### Syllabus:

To search for your course syllabus, follow these instructions.

1. Visit the following website: <https://info.tamtu.edu/>
2. Input your course (ex: MATH 1314) into the “Search” box and make sure you are in the current term (ex: Spring 2022). Click “Search.”
3. Scroll down until you find your specific course (ex: MATH 1314.201) and professor’s name.
4. Click on “Syllabus” under your course and the file will automatically download. You are done!

### Textbook:

Mike Markel and Stuart A. Selber, Technical Communication, 12th edition. ISBN:978-1-319-05861-6

### Concepts:

- **Genres:** patterns of writing that reflect how communities, including people in technical workplaces, organize ideas and accomplish tasks.
- **Letter, email or memo:** genres of writing that give news or ask for information and may utilize casual or formal language depending on the audience and purpose of communication.
- **Instructions and Documentation:** genres of writing that describe how something works and how to perform a specific task. These genres have similar audiences but different purposes.

### Tips and Strategies:

- Write with clear purpose and with your target audience in mind.
- Look at the guidelines for each assignment to understand what is required.
- Read course textbook for definitions and examples of key terms and forms of writing.
- Create multiple drafts for each assignment and always revise and edit.
- Name the function of the item and be as clear as possible when describing something technical.
- Keep the 3 Cs in mind when writing: Clear, Concise, and Consistent.
- Practice writing in a journal or Word document at least 1 hour a day to build skills.

### Resources:

- **[Academic Center for Excellence Tutoring](#):** To book an appointment with visit our website, call (956) 326-2884, or send an email to [academicsupport@tamtu.edu](mailto:academicsupport@tamtu.edu).
- **[TAMU ACE Academic Support Writing Handouts](#)**

**Practice and Application:**

Below are practice problems to reinforce your knowledge of key course concepts.

Directions: Cut clutter from the following sentences, but don't cut details or change the writer's meaning. One or more of the twelve ways to cut clutter may apply to any of the sentences.

1. In conclusion, this is how I see my dad, a United States Customs employee who deals with millions of pounds of every type drugs.
  
2. My grandmother for example would be one of the persons who still follow old culture beliefs.
  
3. One can look down and notice her extremely muddy, old, ruined huarache, which protect her dry cracked feet.
  
4. Officer Garcia has short black hair; not to mention it's very well groomed.
  
5. My older sister Claudia was the first to get up.

**Disclaimer:**

- Please use this document as a supplemental resource. You must follow class instructions and expectations set by your professor.
  - This guide does not substitute your class.
  - This guide does not cover the entire syllabus or course.