

What is ENG 115 Technical Writing?

This course covers various types of practical writing, formal and informal, which can be applied to individual student career goals. Assignments normally include business letters, summaries; proposals; instructions; and reports including an oral report. This course uses computers, software, and Brightspace extensively.

I need ENG 115. Should I enroll in it directly or in a preliminary course?

Below is a typical assignment in ENG 115

- If you feel confident that you could correctly complete this assignment with minimal errors in formatting, sentence structure, grammar, and mechanics, you should enroll in ENG 115.
- If you feel confident, but think you would need help completing this assignment, especially with computer skills, sentence structure, grammar, and mechanics, you should enroll in ENG 115 with the supplement class ENG 115s.
- If you are concerned, or think, that you would not be able to successfully complete this assignment because of the expectations in computer skills, sentence structure, grammar and or mechanics, you should enroll in ENG 097 College Literacy.

Business Letter assignment

Directions: Choose ONE of the prompts below and write a business letter meeting the expectations of that specific type of letter. The letter must be in block letter format and use a reader-friendly font and size as explained in class.

Bad News Letter

Just last week, your unit sponsored a client workshop at a local hotel. You coordinated the logistics. Thirty-five people attended — some local staff, some clients or partners, and some staff from another location.

Throughout the two days of the workshop, the event faced many problems: necessary equipment was missing or did not work (be specific); lunch on the second day was an hour late; coffee and tea were cold on the first morning; and event staff spoke rudely to you and to at least one of the participants, who complained bitterly to you. You spoke with the event manager at the hotel repeatedly during the workshop to express your concerns and to try to get everything working right.

You have discussed the situation with your supervisor and with your colleague, and everyone agrees that the bank should not pay the full fee to the hotel. Your supervisor has asked you to prepare a letter for his/her signature, which will be sent in response to the invoice from the hotel. Write a bad news letter to your contact at the hotel, explaining why the bank is not paying in full and suggesting future steps. The letter must be in block letter format and use a reader-friendly font and size.

Letter of Apology: You turned in the research project for one of your college classes one week late. Write a Letter of Apology to the instructor of the course explaining why the project was late and what you will do in the future to manage your time better. The letter must be in block letter format and use a reader-friendly font and size.

Complaint Letter: We have all been disappointed with products or services in our past, but very few of us have ever sent a formal complaint letter to the companies or service providers that failed to meet reasonable needs. This letter offers you an opportunity to identify some product or service which has failed you, and address that failure in a professional way. Write a Complaint Letter to a business where you received sub-par service or product. The letter must be in block letter format and use a reader-friendly font and size.

Adjustment Letter: You have received this message. Compose an adjustment letter in response to this message. The letter must be in block letter format and use a reader-friendly font and size.

I am Shawn Mendez, a resident of Rory Lane. I am writing to bring to your notice the poor maintenance of the garden around our residential area and the improper disposal of waste. The garden around the residential area was watered regularly, and grass shrubs were trimmed and maintained neatly in the beginning. It has been more than a month now since any kind of maintenance is done in the garden. We have tried contacting the person in charge, but every effort has just been in vain.

Another growing issue is the problem of waste disposal. There were people from the corporation collecting garbage for disposal every two days, but it has been more than a week now since they have collected any garbage from our area. This has led to the accumulation of waste, and people have started dumping it in the corner of the street as they have no other choice. Kindly look into this and the maintenance of the garden as it would become a huge mess if this continues. It would be highly appreciated if you could also inform the residents that all garbage would be collected and not to throw them out around the street corners.

Thank you in advance,

Shawn Smith