

PUBL90005 Technical Writing and Editing

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2011, Parkville This subject commences in the following study period/s: Semester 2, Parkville - Taught on campus. On campus
Time Commitment:	Contact Hours: 2 Total Time Commitment: 120
Prerequisites:	Admission to the postgraduate certificate or diploma in Publishing and Communications, Master of Publishing and Communications, Master of Creative Writing, Publishing and Communications
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering request for Reasonable Adjustments under the disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements of this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Ms Bryony Cosgrove
Contact:	Bryony Cosgrove bryonyc@unimelb.edu.au (mailto:bryonyc@unimelb.edu.au)
Subject Overview:	This subject teaches the writing and editing skills needed in the technical writing profession. The emphasis is on preparing instructional materials (also known as user documentation), both for printed and online delivery. Students will learn how to plan a documentation project, how to tailor writing for various audiences (local and international), how to write effective procedures, how to build subject-specific thesauri, and how to index and design documents.
Objectives:	<ul style="list-style-type: none"> # have a capacity for effective teamwork through group discussions and collaborative exercises; # have a cultural and ethical understanding through reflection and reading on issues of inclusive and non-discriminatory language and the ethical responsibilities of the editor; # have information technology literacy and an understanding of information management through participation in computer laboratory sessions and completion of exercises and assignments; and # have a capacity for critical analysis through close engagement with a wide range of texts.
Assessment:	Class participation 10%, edited documentation 500 words 15% (due mid-August), product-specific thesaurus 1500 words 25% (due early October), user manual with an index 2500 words 50% (due early November). Students must attend at least 80% of classes to be eligible for assessment. Essays submitted after the due date without an extension will be penalised 2% per day. Essays submitted after two weeks of the assessment due date without a formally approved application for special consideration or an extension will only be marked on a pass/fail basis if accepted.
Prescribed Texts:	A subject reader will be available.
Breadth Options:	This subject is not available as a breadth subject.

Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<ul style="list-style-type: none"># have a high-level of written and oral communication skills through contribution to class discussions, the completion of exercises and assignments, and wide reading on issues in contemporary technical and scientific communication practice;# have acquired skills in the deployment of visual materials both in traditional print genres and through digital media;# have skills in research, including the use of online as well as print-based materials in the course of exercises and assignments; and# have skills in time management and planning through managing workloads for recommended reading, tutorial presentations and assessment requirements.
Notes:	Students enrolled in a cognate postgraduate program may seek approval from the course coordinator.
Related Course(s):	Master of Publishing and Communications Postgraduate Certificate in Arts (Editing and Communications) Postgraduate Diploma in Arts (Editing and Communications)