

# 2021 Summer Online Technical Communication Program (for English and Communication/Media Majors)

NC State University English Department & Global Training Initiative



## Program Date:

**July 12 - July 23, 2021**

## Application Deadline:

**May 31, 2021**

## Program Cost:

**USD\$700**

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This program is only open to students from our overseas partner universities. Applicants need to have sufficient English communication skills (equivalent to B1/B2, TOEFL 80, IELTS 6.0, TOEIC 750, CET6:425, CET4:550) or are of English majors

## What You Will Learn:

- Write documents that address purposes, audiences, and conventions of professional environments, including emails/memos/letters, report, and formal proposals
- Recognize and construct strategic arguments for diverse audiences
- Apply principles of document design and incorporate visual elements
- Collaborate effectively in teams
- Participate effectively in the writing process by planning, drafting, reviewing, and revising
- Develop audience-oriented oral communication skills through creating and delivering oral presentations
- Recognize ethical implications of communication situations in diverse professional environments

**Apply Now: [go.ncsu.edu/gti-tech-comm-app](https://go.ncsu.edu/gti-tech-comm-app)**

## NC State University and Ranking

NC State University is the largest four-year institution in North Carolina with over 36,000 students representing 120 foreign countries, and over 3,800 international students. NC State has Bachelor's degrees in 101 fields, Master's degrees in 102 fields, Ph.D.'s in 58 fields, and a Doctorate of Veterinary Medicine. NC State is ranked:

- 80th among National Universities, 30th among Top Public Schools
- 4th best value among the nation's public colleges and universities (Princeton Review, 2014)
- 10th best value among the nation's colleges and universities (Kiplinger's Personal Finance, 2018)
- Times Higher Education, 2016 16th in Top Universities in the U.S. for Graduate Employability

## Technical Communication Major and Career Future:

Technical Communication is a graduate program in NC State University English Department. It prepares for a career that bridges the relationships between people and technical systems. Technical writers prepare instruction manuals, how-to guides, journal articles, and other supporting documents to communicate complex and technical information more easily. Employment of technical writers is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Employment growth will be driven by the continuing expansion of scientific and technical products. An increase in Web-based product support should also increase demand for technical writers. Job opportunities, especially for applicants with technical skills, are expected to be good.

| Quick Facts: Technical Writers          |                                       |
|-----------------------------------------|---------------------------------------|
| 2019 Median Pay                         | \$72,850 per year<br>\$35.03 per hour |
| Typical Entry-Level Education           | Bachelor's degree                     |
| Work Experience in a Related Occupation | Less than 5 years                     |
| On-the-job Training                     | Short-term on-the-job training        |
| Number of Jobs, 2019                    | 58,400                                |
| Job Outlook, 2019-2029                  | 7% (Faster than average)              |
| Employment Change, 2019-2029            | 4,300                                 |

Data Source: U.S. Bureau of Labor Statistics:  
<https://www.bls.gov/ooh/media-and-communication/technical-writers.htm>



**Contact for More Info:**  
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## Program Calendar

|                              | Week 1                               | Week 2                                               |                              |
|------------------------------|--------------------------------------|------------------------------------------------------|------------------------------|
|                              | Monday<br>July 12                    | Monday<br>July 19                                    |                              |
| Morning<br>(US Eastern Time) | <i>Intro to Tech Communication</i>   | <i>Effective Arguments</i>                           | Morning<br>(US Eastern Time) |
|                              | Email Etiquette & Writing Basics     | Logical Argumentation                                |                              |
|                              | Project 1 – Feasibility Study        | Visual Design                                        |                              |
|                              | Synchronous Lecture: 60 min          | Asynchronous Readings: 60 min                        |                              |
|                              | Asynchronous Readings: 30 min        |                                                      |                              |
| Rest of the Day              | Project 1                            | Project 2                                            | Rest of the Day              |
|                              | Tuesday<br>July 13                   | Tuesday<br>July 20                                   |                              |
| Morning<br>(US Eastern Time) | <i>Writing in the Workplace</i>      | <i>Professional Communication</i>                    | Morning<br>(US Eastern Time) |
|                              | Guest Speaker, Industry Expert       | Guest Speaker                                        |                              |
|                              | Informal Reports                     | Synchronous Lecture: 45 min                          |                              |
|                              | Synchronous Lecture: 60 min          | Asynchronous: 60 min                                 |                              |
|                              |                                      | Submit Project 2                                     |                              |
| Rest of the Day              | Project 1                            |                                                      | Rest of the Day              |
|                              | Wednesday<br>July 14                 | Wednesday<br>July 21                                 |                              |
| Morning<br>(US Eastern Time) | <i>Editing &amp; Revising</i>        | <i>Oral Communication</i>                            | Morning<br>(US Eastern Time) |
|                              | Writing Process                      | Creating Presentations                               |                              |
|                              | Tables & Graphs                      | Integrating Graphics                                 |                              |
|                              | Synchronous Lecture: 45 min          | Discuss Project 3- Presentation                      |                              |
|                              | Asynchronous: 60 min                 | Synchronous Lecture: 60 min                          |                              |
|                              | Submit Project 1                     |                                                      |                              |
| Rest of the Day              |                                      | Project 3                                            | Rest of the Day              |
|                              | Thursday<br>July 15                  | Thursday<br>July 22                                  |                              |
| Morning<br>(US Eastern Time) | <i>Formal Report Writing</i>         | <i>Team Presentations</i>                            | Morning<br>(US Eastern Time) |
|                              | Project 2 - Proposal                 | Video Creation                                       |                              |
|                              | Content & Development                | Rehearse & Edit                                      |                              |
|                              | Asynchronous Readings: 60 min        | Asynchronous: 120 min                                |                              |
| Rest of the Day              | Project 2                            | Project 3                                            | Rest of the Day              |
|                              | Friday<br>July 16                    | Friday<br>July 23                                    |                              |
| Morning<br>(US Eastern Time) | <i>Proposals &amp; Collaboration</i> | <i>Project 3 Presentations &amp; Program Wrap-Up</i> | Morning<br>(US Eastern Time) |
|                              | Effective Teams                      | Evaluation & Feedback                                |                              |
|                              | Guest Speaker                        | Synchronous: 90 min                                  |                              |
|                              | Synchronous Lecture: 60 min          | Asynchronous Survey: 30 min                          |                              |
|                              | Asynchronous Readings: 60 min        |                                                      |                              |
| Rest of the Day              | Project 2                            |                                                      | Rest of the Day              |