

Université Paris Diderot
M1 ILTS
S2 U1 Traduction et rédaction (anglais)
Professor Christopher Gledhill
Assessment details

TITLE	Technical Writing and Genre Analysis
SUBMISSION DETAILS	Date: midnight 10 May 2013. Address: cgl (at) eila.univ-paris-diderot.fr: Documents : <ul style="list-style-type: none">– your report as a .pdf file, with the names of each student in your team as the filename (eg. M1 Project CHOMSKY GLEDHILL HALLIDAY & SAUSSURE.pdf). I will not accept filenames with any other name.– your corpus of .txt files in a zipped archive (NB documents must be .txt format)– a .pdf example of one of texts you have been analysing

Authors

A minimum of three and a maximum of four people may contribute to this assignment.

Focus

You have to provide a report which will support a technical writer or translator who is faced with an unfamiliar factual genre (e.g. an instruction manual, promotional material, corporate report, mission statement etc). The report should analyse the context in which the genre is produced and used, and provide a linguistic profile which will support a writer or translator. For information, topics that students chose last year included:

- Hair styler manuals
- Espresso machines instruction
- How to write FBI most wanted posters
- Coffee machine instruction manuals
- Cell phone manuals
- Anthropology research articles
- European Court for Human Rights Judgments.
- Music sequencer software user manuals
- Computer Printer manuals
- DVD Player manuals.
- etc.

Text resources

You have to find enough exemplars of the genre you propose to study (i.e. a CORPUS) in order to make useful generalisations about its typical structure and linguistic profile. You will have to convert these documents from PDF / Word into plain text so that they can be analysed using AntConc.

Tools

Typically you will need to use AntConc to elaborate wordlists, keyword lists, concordances and collocates. You may use a spreadsheet (Excel) to analyse and summarise the results you obtain.

Format

A reporting format (see final sections, below) has been provided for this assignment. It guides you through a possible approach to the preparation of the report.

Extent

The report is likely to be between 10 and 15 pages long. Material longer than this will not be considered. You should only provide your analysis with a sample of some examples in the report. You should not fill the document with data or tables. You may submit a single document of appendices, if relevant.

Criteria - general

I will be paying particular attention to:

The relevance of the report to the needs of its target audience (technical writer / translator)

The appropriateness of the style you adopt (this is academic / technical English, so you should adopt an objective, impersonal style)

The clarity / reader–friendliness of the presentation and discussion of results

The comprehensiveness of the analysis

The accuracy of quantitative reporting

• **REMEMBER :**

Analyse (in a separate spreadsheet, which you do not need to submit) || **Summarise** (in the report) || **Tabulate / Graph** (for inclusion in the report) || **Comment** (in the report)

Criteria - specific

I will use the following grading criteria when assessing your work:

ANALYSIS AND COMMENTARY	maximum	achieved
Contextual analysis	4	
Linguistic analysis IDEATIONAL INTERPERSONAL TEXTUAL	10	
Presentation of findings	6	
TOTAL	20	

Reporting format (optional)

M1 TITLE	Technical Writing and Genre Analysis
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Team members

Target audience for the report

The report will differ if you are writing it for an audience of technical authors or translators

Resources used in this report

What texts have you used, where did you get them, how have you processed them (maximum one paragraph)?

Contextual analysis

GENRE / TEXT TYPE	Name
FIELD	Social context communicative purpose
TENOR	Roles Cultural values
MODE	Text context Formal text features

- **Summary and initial conclusion**

Linguistic analysis

IDEATIONAL: experiential / logical	What is the text about? How are the logical relationships in the text signalled
INTERPERSONAL	How is the relationship between the writer and reader constructed? How is the power relationship between writer and reader signalled? How does the writer signal evaluations (approval / disapproval, acceptance / rejection, certainty / uncertainty etc.)
TEXTUAL	How is the text organised at a micro level (Theme / Rheme) and as a series of larger units of meaning (e.g. discourse moves such as SPRE, Reason > Result, General > Particular, Time sequence)?

IDEATIONAL: experiential / logical

- Areas to cover will probably include some or all of:
 - keywords
 - collocates of frequent keywords
 - lexical bundles (3/4/5)

- collocates of frequent 3 word lexical bundles
- Noun Group structure
- Noun pre- / post modification

- **Summary and initial conclusion**

INTERPERSONAL

- Areas to cover will probably include some or all of:
 - Lexical density
 - Noun Group structure
 - Typical grammatical subjects
 - Verb modification
 - Sentence adverb usage
 - Discourse conjunctions
- **Summary and initial conclusion**

TEXTUAL

- Areas to cover will probably include some or all of:
 - Cohesion / Coherence
 - Section headings
 - Macro structure (SPRE / Time Sequence / General > Particular)
 - Move structure
 - Clause coordination
 - Theme and rheme
- **Summary and initial conclusion**

Conclusion – Key features of the genre / text type

- What are the key features of this genre / text type
- What recommendations will you make to future authors / translators (in terms of things to avoid // things to pay attention to)

Bibliography

If you cite any books, articles, websites, etc., you will need to add a bibliography to the report. Make sure the Bibliography obeys the usual rules (alphabetical list by Name etc.)

Appendices

In the appendices you may include electronic versions of any spreadsheets you have developed, along with an archive (zipped) of the text data you have worked with (maximum one or two) PDF examples of original documents.