Syllabus

English K202 Technical Writing
Fall 2006

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Text: Successful Writing at Work by Kolin

This course is designed to help you understand the special types of communication used in the business world. As part of this course, you will work with others to share ideas and tasks and develop projects. You will also do eight worksheets based on the text and take part in various classroom activities. **Always bring your text, class schedule, a notebook, and a diskette to class.**

Requirements: Worksheets on the text (these are graded and must be handed in on time for full credit)
          Assigned readings
          Participation in all assigned activities
          Three group projects (advertising flyer, descriptive booklet or website, and proposal)
          Class attendance*

Class attendance is very important, and good attendance will be rewarded. If you miss only one class, I will add two points to your final average. If you miss no classes, I will add three points to your final average. On the other hand, if you miss more than four classes, I probably will not pass you. This will be decided on a case-by-case basis.

- Please let me know right away if you have any special problems that need to be considered.
- Please note: Cell phones and beepers cannot be used in class.
- Your education is important to me; please hand in ONLY your original work. Although it is good to get feedback from others, it is never a good idea to copy others' work from the Internet or any other source. It is illegal and unethical, and it could result in failure of the class.

Grading: Worksheets, 20%; Advertising Flyer, 20%; Booklet or Website, 20%, Proposal 20%, Class Activities, 20%.

Schedule: You will be given a schedule of activities for each class. This schedule will be your source of information about assignments, due dates, quizzes, etc., so be sure to read it and follow it. If you lose it, let me know and I'll give you another one.