

## Syllabus for English 202 10563 Spring 2011

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Office location: C102  
Text: Successful Writing at Work Concise Second Edition by Kolin

### Course Description:

This course is designed to help you understand the special types of communication used in the business world. You will learn by reading, communicating with others, and doing projects.

### Requirements:

- One group project: an oral presentation on your group's imaginary business
- One research project; this can be in the form of a written report or an oral presentation (this is not a group project)
- Graded worksheets on the assigned readings in the text
- Completion of classroom activities (this means you must be in class and participating)
- Final exam (open book take-home)

**NOTE: YOU WILL BE WORKING ON A GROUP PROJECT AND YOUR INDIVIDUAL ASSIGNMENTS SIMULTANEOUSLY, SO YOU MUST STAY ORGANIZED AND BE AWARE OF DUE DATES.**

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: Group project 20%, research project 20%, average of worksheets 20%; classroom activities 20%, final exam 20%.

### TRCC learning outcomes for this course:

- Recognize the difference between academic writing and writing in business, industry and the technical fields
- Understand the importance of error-free documents in the workplace
- Prepare documents with clarity and economy of words
- Recognize and adjust for audience background and knowledge when creating workplace documents
- Create visuals for documents that are well-integrated into the text
- Format documents to fit specific writing assignments including, but not limited to, letters, memos, proposals, and short reports
- Produce a formal, analytical report using advanced research techniques
- Prepare and give an oral presentation of the formal report's major findings

## Schedule

<u>Class date</u>	<u>Jan. 21</u>
Assignments due on this day	None.
Activities planned for this day	Discuss the course and syllabus. Fill out email and phone list. Getting-to-know-you activities. Students should form groups and write down the contact information for group-mates. Lecture on for-profit vs. non-profit business.
Group Work	Discuss businesses and decide on an imaginary business that will be used for your group project; can be for-profit or non-profit.
Homework	Read text pages 1-17. Complete Worksheet 1 (basic).
<u>Class date</u>	<u>Jan. 28</u>
Assignments due on this day	Worksheet 1.
Activities planned for this day	Discussion of your group project. You will be doing group work in class; you do not need to meet with your group outside of class. Your group project is an oral presentation on your business. ALL PRESENTATIONS WILL BE GIVEN APRIL 1.
Group Work	Fill out the business questionnaire and work on your group projects.
Homework	Read text pages 311-323. Complete Worksheet 2 (presentations).
<u>Class date</u>	<u>Feb. 4</u>
Assignments due on this day	Worksheet 2.
Activities planned for this day	Discussion of instruction writing. Samples will be shown and discussed.
Group Work	Work on your group projects.
Homework	Read text pages 210-224. Complete Worksheet 3 (instructions).
<u>Class date</u>	<u>Feb. 18</u>
Assignments due on this day	Worksheet 3.
Activities planned for this day	Discussion of using visuals in your presentation.
Group Work	Work on your group projects.
Homework	Read text pages 168-174 and 178-193. Complete Worksheet 4 (layouts and visuals).
<u>Class date</u>	<u>Feb. 25</u>
Assignments due on this day	Worksheet 4.
Activities planned for this day	Discuss progress with each group.
Group Work	Work on your group projects.
Homework	Read text pages 239-258. Complete Worksheet 5 (reports).
<u>Class date</u>	<u>March 4</u>
Assignments due on this day	Worksheet 5.
Activities planned for this day	Discussion of writing company procedures. Read samples.
Group Work	Work on your group projects.
Homework	Read text pages 258-273. Complete Worksheet 6 (proposals).
<u>Class date</u>	<u>March 11</u>
Assignments due on this day	Worksheet 6.
Activities planned for this day	Discussion of business proposals. Finding errors exercise.
Group Work	Work on your business presentation.
Homework	None.
<u>Class date</u>	<u>March 18</u>
SPRING BREAK, NO CLASS	
<u>Class date</u>	<u>March 25</u>
Assignments due on this day	None.
Activities planned for this day	Conferences with groups.
Group Work	Work on your business presentation.
Homework	No reading assignment, but make sure you're ready to give your group presentation.
<u>Class date</u>	<u>April 1</u>
Activities planned for this day	PRESENTATIONS WILL BE GIVEN.

<u>Class date</u>	<u>April 8</u>
Assignments due on this day	None.
Activities planned for this day	Discussion of parallel construction and block style letter. Each student should work with the instructor to develop a subject for his/her research project, due April 29.
Homework	Read text pages 33-52. Complete Worksheet 7 (revising).
<u>Class date</u>	<u>April 15</u>
Assignments due on this day	Worksheet 7.
Activities planned for this day	Practice writing letters in correct format.
Homework	Read text pages 61-77. Complete Worksheet 8 (memos, etc.).
<u>Class date</u>	<u>April 29</u>
Assignments due on this day	Worksheet 8
Activities planned for this day	Oral research projects will be given and paper projects will be collected. The take-home final exam will be passed out. THE COMPLETED FINAL EXAM MUST BE GIVEN TO ME OR EMAILED TO ME NO LATER THAN MAY 13. LATE EXAMS WILL BE GIVEN A GRADE OF ZERO. NO EXCEPTIONS WILL BE MADE.
Homework	Read text pages 132-162. Complete Worksheet 9 (resume).
<u>Class date</u>	<u>May 6</u>
Assignments due on this day	Worksheet 9.
Activities planned for this day:	Editing practice.
<u>Class date</u>	<u>May 13</u>
Assignments due on this day	Hand in final exam.
Activities planned for this day:	None.

#### **DATES TO REMEMBER:**

APRIL 1	GROUP PRESENTATIONS WILL BE GIVEN
APRIL 29	RESEARCH PROJECT DUE; EITHER HAND IN OR DO ORALLY
MAY 13	FINAL EXAM DUE