

Syllabus for English 202 30244 (HYBRID) Fall 2010

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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 meet with me as a class for 75 minutes per week, and you will use email to confer with me outside of class and to send me worksheets and your final exam.

Always bring your text, syllabus, and a notebook to class.

Requirements:

- Three group projects (an oral presentation on your imaginary business, a set of procedures used by your business, and a detailed organizational chart)
- Formal (short) report and brief oral presentation on your findings (individual project)
- Graded worksheets on the assigned readings in the text
- Final exam

NOTE: YOU WILL BE WORKING ON GROUP PROJECTS AND INDIVIDUAL PROJECTS 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: Average of worksheets 25%; Formal Report 25%; Average of group projects 25%, Final Exam 25%.

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>Aug. 31</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 projects; can be for-profit or non-profit.
Homework	Read text pages 1-17. Worksheet 1 (basic) will be emailed to you. Complete the worksheet and email it to me for grading.
<u>Class date</u>	<u>Sept. 7</u>
Assignments due on this day	Worksheet 1 should be completed and emailed to me.
Activities planned for this day	Discussion of your group projects. You will be doing group work in class; you do not need to meet with your group outside of class. Your first group project is an oral presentation on your business. ALL PRESENTATIONS WILL BE GIVEN OCTOBER 26.
Group Work	Fill out the business questionnaire and work on your group projects.
Homework	Read text pages 311-323. Worksheet 2 (presentations) will be emailed to you. Complete the worksheet and email it to me for grading.
<u>Class date</u>	<u>Sept. 14</u>
Assignments due on this day	Worksheet 2 should be completed and emailed to me.
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. Worksheet 3 (instructions) will be emailed to you. Complete the worksheet and email it to me for grading.
<u>Class date</u>	<u>Sept. 21</u>
Assignments due on this day	Worksheet 3 should be completed and emailed to me.
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. Worksheet 4 (layouts and visuals) will be emailed to you. Complete the worksheet and email it to me for grading.
<u>Class date</u>	<u>Sept. 28</u>
Assignments due on this day	Worksheet 4 should be completed and emailed to me.
Activities planned for this day	Discuss progress with each group.
Group Work	Work on your group projects.
Homework	Read text pages 239-258. Worksheet 5 (reports) will be emailed to you. Complete the worksheet and email it to me for grading.
<u>Class date</u>	<u>Oct. 5</u>
Assignments due on this day	Worksheet 5 should be completed and emailed to me.
Activities planned for this day	Discussion of writing company procedures. Read samples.
Group Work	Work on your group projects.
Homework	Read text pages 232-235 on how to write procedures.
<u>Class date</u>	<u>Oct. 12</u>
Assignments due on this day	Read text pages 232-235.
Activities planned for this day	Discussion of business proposals. Finding errors exercise.
Group Work	Discuss the procedures you will write for your imaginary business. Choose at least three from the list on page 232. Work on your business presentation, organizational chart, and company procedures. THE ORGANIZATIONAL CHART AND COMPANY PROCEDURES ARE DUE IN HARD COPY FORM NOV. 2.
Homework	Read text pages 258-273. Worksheet 6 (proposals) will be emailed to you. Complete the worksheet and email it to me for grading.

<u>Class date</u>	<u>Oct. 19</u>
Assignments due on this day	Worksheet 6 should be completed and emailed to me.
Activities planned for this day	Conferences with groups.
Group Work	Work on your business presentation, organizational chart, and company procedures.
Homework	No reading assignment, but make sure you're ready to give your group presentation. ALL PRESENTATIONS WILL BE GIVEN NEXT WEEK.

<u>Class date</u>	<u>Oct. 26</u>
Activities planned for this day	PRESENTATIONS WILL BE GIVEN.

<u>Class date</u>	<u>Nov. 2</u>
Assignments due on this day	Procedures and org chart.
Activities planned for this day	Discussion of the formal report, parallel construction, and transmittal letter in block style. Each student should work with the instructor to develop a subject for his/her report. THE REPORT AND TRANSMITTAL LETTER ARE DUE NOV. 30.
Group Work	None.
Homework	Read text pages 33-52. Worksheet 7 (revising) will be emailed to you. Complete the worksheet and email it to me for grading. Work on your report.

<u>Class date</u>	<u>Nov. 9</u>
Assignments due on this day	Worksheet 7 should be completed and emailed to me.
Activities planned for this day	Fun with editing.
Group Work	Editing competition.
Homework	Finish your report, due next week.

<u>Class date</u>	<u>Nov. 16</u>
Assignments due on this day	Formal report with accompanying transmittal letter.
Activities planned for this day	Oral presentations on report findings. This will be very informal, and you can use class time to get ready.
Group Work	None.
Homework	Read text pages 61-77. Worksheet 8 (memos, etc.) will be emailed to you. Complete the worksheet and email it to me for grading.

<u>Class date</u>	<u>Nov. 30</u>
Assignments due on this day	Worksheet 8 should be completed and emailed to me.
Activities planned for this day	Discuss the take-home final exam. The exam will be distributed in hard copy and emailed. THE COMPLETED FINAL EXAM MUST BE EMAILED TO ME NO LATER THAN DECEMBER 14. LATE EXAMS WILL BE GIVEN A GRADE OF ZERO. NO EXCEPTIONS WILL BE MADE.
Group work	None.
Homework	Read text pages 132-162. Worksheet 9 (resume) will be emailed to you. Complete the worksheet and email it to me for grading.

<u>Class date</u>	<u>Dec. 7</u>
Assignments due on this day	Worksheet 9 should be completed and emailed to me.
Activities planned for this day:	TBD.

DATES TO REMEMBER:

OCTOBER 26	GROUP PRESENTATIONS WILL BE GIVEN
NOVEMBER 2	GROUP PROCEDURES AND ORG CHART DUE
NOVEMBER 30	FORMAL REPORT AND TRANSMITTAL LETTER DUE
DECEMBER 14	LAST DATE TO EMAIL FINAL EXAM