

Syllabus for English 202
Wednesday evening

Instructor: Joyce Back
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Office hours: Thursday, 3-6 p.m.
Text: Successful Writing at Work by Kolin

Course Description:

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. Always bring your text, class schedule, a notebook, and whatever materials you need for your group or individual work.

Requirements:

- Two group projects (descriptive booklet and oral presentation on your business)
- Formal report and oral presentation on your findings
- Graded worksheets on the text readings
- User manual for an electric tool
- Final exam

You will be writing some non-graded items in class. These cannot be made up, so it is vital that you attend class. 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 three 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.

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%; Formal Report and Oral Presentation 20%; Average of group projects 20%, Final Exam 20%, User Manual 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 syllabus and this schedule. Discuss business for-profit vs. non-profit.
Group work	Group getting-to-know-you activities. Write down the contact information for your group-mates. 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 3-17; do Worksheet 1.
<u>Class date</u>	<u>Jan. 28</u>
Assignments due on this day	Worksheet 1.
Activities planned for this day	Display and discussion of various publications. Discussion of your first and second projects, a booklet describing your business and an oral presentation on your business. BOOKLET DUE MARCH 4; ORAL PRESENTATIONS WILL BE GIVEN MARCH 25.
Group work	Fill out business questionnaire. Begin planning your projects.
Homework	Read text pages 54-69; do Worksheet 2.
<u>Class date</u>	<u>Feb. 4</u>
Assignments due on this day	Worksheet 2.
Activities planned for this day	Discussion of the block style letter format.
Individual Work	Write a letter from your business to a customer or vendor or contractor identifying some sort of problem.
Group work	Work on your projects.
Homework	Read text pages 447-474; do Worksheet 3.
<u>Class date</u>	<u>Feb. 11</u>
Assignments due on this day	Worksheet 3.
Activities planned for this day	Discussion of using visuals in your projects. Teacher will give a sample presentation.
Group work	Work on your group projects.
Homework	Read text pages 589-602; do Worksheet 4.
<u>Class date</u>	<u>Feb. 18</u>
Assignments due on this day	Worksheet 4.
Activities planned for this day	Discussion of boiler plate and proposals. Finding errors exercise. Write a letter proposal in class.
Group work	Work on your group projects.
Homework	Read text pages 555-565; do Worksheet 5.
<u>Class date</u>	<u>Feb. 25</u>
Assignments due on this day	Booklet on your group business. Worksheet 5.
Activities planned for this day	Share booklets with the rest of the class and hand in. Discussion of writing instructions and procedures. Perusal of various product instruction sheets. Write instructions for a common process, such as opening a can.
Group work	Work on your presentation.
Homework	Read text pages 629-634; do Worksheet 6.
<u>Class date</u>	<u>March 4</u>
Assignments due on this day	Worksheet 6.
Activities planned for this day	Discussion of the short report project. Teacher will give out written guidelines and answer questions. REPORT IS DUE APRIL 8.
Individual work	Decide on a topic for your report; the topic should be related in some way to your major. Research your topic and narrow, expand, or change, as needed. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO REPORT YOUR RESEARCH RESULTS AND FURTHER PLAN YOUR REPORT.
Group work	Work on your presentation, TO BE GIVEN MARCH 25.
Homework	None.
<u>Class date</u>	<u>March 11</u>
Assignments due on this day	None.
Activities planned for this day	Work on your presentation and report, as needed.
Individual work	Work on your report. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT SO THAT I CAN WORK WITH EACH OF YOU INDIVIDUALLY.
Group work	Work on your presentation, TO BE GIVEN MARCH 25.
Homework	None.

Class date March 18
SPRING BREAK, NO CLASSES ALL WEEK

Class date March 25
Assignments due on this day Group oral presentations.
Activities planned for this day Group oral presentations. Early dismissal.
Homework Read text pages 502-513 and 520-532; do Worksheet 7.

Class date April 1
Assignments due on this day Worksheet 7.
Activities planned for this day Discussion of your last project, a user manual. This is an individual project. You can choose any electric tool. Of course you can find a lot of information on the internet or on the tool itself, but you must do your own original work. You decide what material should be included and how it should be laid out, visuals used, etc. You can use class time for this project. THE COMPLETED MANUAL IS DUE APRIL 22.
Homework Finish your report, DUE NEXT WEEK.

Class date April 8
Assignments due on this day Formal report.
Activities planned for this day Oral presentations on report findings. This will be very informal, and you can use class time to get ready.
Individual work Work on your user manual. **NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR MANUAL SO THAT I CAN WORK WITH EACH OF YOU INDIVIDUALLY.**
Homework None.

Class date April 15
Assignments due on this day None.
Activities planned for this day Work on your user manual.
Homework Finish your user manual. IT MUST BE ABSOLUTELY ERROR FREE!

Class date April 22
Assignments due on this day User manual.
Activities planned for this day Share manuals.
Homework Read text pages 431-438; do Worksheet 8.

Class date April 29
Assignments due on this day Worksheet 8.
Activities planned for this day Write a press release. Instructor will answer questions about the final exam, which will be given next week.
Homework: None.

Class date May 6
Assignments due on this day None.
Activities planned for this day: OPEN-BOOK FINAL EXAM. THIS EXAM MUST BE DONE IN CLASS.

Class date May 13
Assignments due on this day None.
Activities planned for this day Final exams returned. Conferences on grades.

PROJECT DUE DATES:

GROUP BOOKLET	MARCH 4
GROUP PRESENTATION	MARCH 25
REPORT	APRIL 8
REPORT PRESENTATION	APRIL 8
USER MANUAL	APRIL 22