

**Syllabus for English 202
Fall 2009**

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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 90 minutes per week, and you will work online about 90 minutes per week to share ideas with other students and develop group projects. You will use software called Blackboard Vista for your online work. This will allow you to meet online with students in your work-group and to download and repost required worksheets.

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)
- A set of instructions to operate a tool or other device (individual project)
- Formal (short) report and brief oral presentation on your findings (individual project)
- Graded worksheets on the text readings (individual projects)
- Various assigned business letters and memos (individual projects)
- Final exam (individual project)

NOTE: YOU WILL BE WORKING ON GROUP PROJECTS AND INDIVIDUAL PROJECTS SIMULTANEOUSLY.

You will be writing some non-graded items in class. These cannot be made up, so it is vital that you attend class. 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%; Instruction Sheet 20%, Formal Report and Oral Presentation 20%; Average of group projects 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>Aug. 28</u>
Assignments due on this day	None.
Activities planned for this day	Discuss the course and syllabus. Discuss business for-profit vs. non-profit. Getting-to-know-you activities. Students should form groups and write down the contact information for group-mates. Group members MUST be able to meet online at the same time for at least an hour per week.
Online 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; download Worksheet 1 (basic) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it.
<u>Class date</u>	<u>Sept. 4</u>
Assignments due on this day	Worksheet 1 should be posted for the instructor to grade.
Activities planned for this day	Discussion of your first group and individual projects. Your first group project is an oral presentation on your business. ALL PRESENTATIONS WILL BE GIVEN OCTOBER 30. Your first individual project is a set of instructions for an imaginary product. YOUR INSTRUCTIONS MUST BE PROVIDED AS HARD COPY OCTOBER 2. During this class groups should fill out the business questionnaire, and individuals should try to decide on a subject for the instruction sheet.
Online Work	Work on your business presentation.
Homework	Read text pages 54-69; download Worksheet 2 (presentations) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it. Work on your set of instructions.
<u>Class date</u>	<u>Sept. 11</u>
Assignments due on this day	Worksheet 2 should be posted for the instructor to grade.
Activities planned for this day	Discussion of instruction writing. Samples will be shown and discussed.
Online Work	Work on your business presentation.
Homework	Read text pages 210-224; download Worksheet 3 (instructions) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it. Work on your set of instructions.
<u>Class date</u>	<u>Sept. 18</u>
Assignments due on this day	Worksheet 3 should be posted for the instructor to grade.
Activities planned for this day	Discussion of using visuals in your projects. We will look at websites and decide which visuals work and which don't.
Online Work	Work on your business presentation.
Homework	Read text pages 168-174 and 178-191; download Worksheet 4 (layouts and visuals) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it. Work on your set of instructions.
<u>Class date</u>	<u>Sept. 25</u>
Assignments due on this day	Worksheet 4 should be posted for the instructor to grade.
Activities planned for this day	Discussion of the formal report and "parallel construction." Each student should work with the instructor to develop a subject for his/her report. THE REPORT IS DUE NOVEMBER 5.
Online Work	Work on your business presentation and organizational chart.
Homework	Read text pages 239-258; download Worksheet 5 (reports) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it. Work on your set of instructions, DUE NEXT WEEK.
<u>Class date</u>	<u>Oct. 2</u>
Assignments due on this day	Set of instructions. Worksheet 5 should be posted for the instructor to grade.
Activities planned for this day	Discussion of writing company procedures. Read samples.
Online Work	Work on your business presentation and organizational chart.
Homework	Read text pages 232-235 on how to write procedures.

<u>Class date</u>	<u>Oct. 9</u>
Assignments due on this day	Read text pages 232-235.
Activities planned for this day	Discussion of business proposals. Finding errors exercise.
Online 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 NOVEMBER 20.
Homework	Read text pages 258-273; download Worksheet 6 (proposals) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it.
<u>Class date</u>	<u>Oct. 16</u>
Assignments due on this day	Worksheet 6 should be posted for the instructor to grade.
Activities planned for this day	Individual conferences. Groups can meet in person.
Online Work	Work on your business presentation, organizational chart, and company procedures.
Homework	Read text pages 33-52; download Worksheet 7 (revising) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it. Work on your report.
<u>Class date</u>	<u>Oct. 23</u>
Assignments due on this day	Worksheet 7 should be posted for the instructor to grade.
Activities planned for this day	Finish individual conferences. Groups can meet in person.
Online 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. 30</u>
Assignments due on this day	Presentations.
Activities planned for this day	All presentations will be given.
Online Work	Work on your organizational chart and company procedures.
Homework	FINISH YOUR REPORT, DUE NEXT WEEK.
<u>Class date</u>	<u>Nov. 6</u>
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.
Online Work	Work on your organizational chart and company procedures.
Homework	Read text pages 61-77; download Worksheet 8 (memos, etc.) from Blackboard Vista; complete the worksheet and repost it so the instructor can grade it.
<u>Class date</u>	<u>Nov. 13</u>
Assignments due on this day	Worksheet 8 should be posted for the instructor to grade.
Activities planned for this day	Discuss letters, emails, and memos. Write in class.
Online Work	Work on your organizational chart and company procedures.
Homework	No reading assignment because the ORGANIZATIONAL CHART AND COMPANY PROCEDURES ARE DUE NEXT WEEK.
<u>Class date</u>	<u>Nov. 20</u>
Assignments due on this day	Organizational chart and company procedures.
Activities planned for this day	Early out.
Online work	None.
Homework	None.
<u>Class date</u>	<u>Nov. 27</u>
THANKSGIVING BREAK – NO CLASS	

<u>Class date</u>	<u>Dec. 4</u>
Assignments due on this day	None.
Activities planned for this day:	Projects returned. Question and answer session on final exam.
Homework	Download the final exam from Blackboard Vista. Complete the exam and repost it so that the instructor can grade it. IT MUST BE REPOSTED NO LATER THAN DECEMBER 11. IF YOU HAVE A PROBLEM REPOSTING IT, EMAIL IT TO ME.
<u>Class date</u>	<u>Dec. 11</u>
Assignments due on this day	Final exam posted online or emailed.
Activities planned for this day	No class.
<u>Class date</u>	<u>Dec. 18</u>
NO CLASS	

DUE DATES:

GROUP WORK:

GROUP PRESENTATION	OCTOBER 30 (in class)
GROUP ORGANIZATIONAL CHART AND COMPANY PROCEDURES	NOVEMBER 20 (hard copy)

INDIVIDUAL WORK:

SET OF INSTRUCTIONS	OCTOBER 2 (hard copy)
REPORT	NOVEMBER 6 (hard copy)
REPORT PRESENTATION	NOVEMBER 6 (in class)
WORKSHEET 1	SEPTEMBER 4 (post online)
WORKSHEET 2	SEPTEMBER 11 (post online)
WORKSHEET 3	SEPTEMBER 18 (post online)
WORKSHEET 4	SEPTEMBER 25 (post online)
WORKSHEET 5	OCTOBER 2 (post online)
WORKSHEET 6	OCTOBER 16 (post online)
WORKSHEET 7	OCTOBER 23 (post online)
WORKSHEET 8	NOVEMBER 13 (post online)
WORKSHEET 9	DECEMBER 4 (post online)
FINAL EXAM	DECEMBER 11 (post online)