

Syllabus for English 202 Section 30248, Tuesday 6-8:45

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Office hours: Wed., 1-4 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 a diskette or other medium to class, plus whatever materials you need for your group work.

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

Requirements: Worksheets on the text (these are graded)
Assigned readings
Participation in all assigned activities
Formal report

Four group projects (advertising flyer, descriptive booklet, oral presentation on your business, and oral presentation on your findings from your formal reports)
Final exam
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%; Formal Report 20%; Average of group projects 20%, Final Exam 20%, Class Activities 20%. *Note: The Class Activities grade is affected by attendance.*

Schedule

<u>Class date</u>	<u>Sept. 2</u>
Assignments due on this day	None.
Activities planned for this day	Discuss syllabus and this schedule; familiarize ourselves with the building's computer labs. Discussion of business for-profit vs. non-profit.
Group work	Group getting-to-know-you activities. Write down the contact information for your groupmates. Discuss businesses and decide on an imaginary business that will be used throughout the semester; can be for-profit or non-profit.
Homework	Read text pages 3-17; do Worksheet 1.
<u>Class date</u>	<u>Sept. 9</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, an advertising flyer and a booklet describing your business. FLYER DUE SEPT. 30; BOOKLET DUE OCT. 14.
Group work	Fill out business questionnaire. Begin planning your projects.
Homework	Read text pages 54-69; do Worksheet 2.
<u>Class date</u>	<u>Sept. 16</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 461-474 (stop at MAPS); do Worksheet 3.
<u>Class date</u>	<u>Sept. 23</u>
Assignments due on this day	Worksheet 3.
Activities planned for this day	Discussion of your next project: descriptive booklet. Discussion of 'boiler plate.'
Group work	Work on your advertising flyer, DUE NEXT WEEK.
Homework	Read pages 555-565 (bottom); finish advertising flyer.
<u>Class date</u>	<u>Sept. 30</u>
Assignments due on this day	Advertising flyer.
Activities planned for this day	Worksheet on pp. 555-565. 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 booklet.
Homework	Read text pages 502-513 and 521-532; do Worksheet 4.
<u>Class date</u>	<u>Oct. 7</u>
Assignments due on this day	Read text pages 502-513 and 521-532; do Worksheet 4.
Activities planned for this day	Discussion of your next project: presentation on your business, DUE OCTOBER 28. Teacher will give sample presentation.
Group work	Work on your descriptive booklet and presentation.
Homework	Finish descriptive booklet. Read text pages 532-549; do Worksheet 5.
<u>Class date</u>	<u>Oct. 14</u>
Assignments due on this day	Descriptive booklet and Worksheet 5.
Activities planned for this day	None.
Group work	Work on your presentation.
Homework	Read text pages 589-602 (bottom); do Worksheet 6.
<u>Class date</u>	<u>Oct. 21</u>
Assignments due on this day	Read text pages 589-602 (bottom); do Worksheet 6.
Activities planned for this day	Collect Worksheet 6. Discuss the term 'boiler plate.' Discuss the term RFP and examine a sample RFP. Read a sample business description for a proposal and find the errors.
Group work	Work on your descriptive booklet or website.
Homework	Finish preparations for presentation, TO BE GIVEN NEXT WEEK.

<u>Class date</u>	<u>Oct. 28</u>
Assignments due on this day	Presentations
Activities planned for this day	Presentations. Discussion of the formal report. Instructor will give out some written guidelines for the report, DUE NOVEMBER 18 .
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	None.
Homework	Read text pages 629-638; do Worksheet 7.
<u>Class date</u>	<u>Nov. 4</u>
Assignments due on this day	Worksheet 7.
Activities planned for this day	Collect Worksheet 7. Discuss websites. Individual help with reports.
Group work	Sketch out a storyboard for a website for your business. Be prepared to show your work to the rest of the class and explain how a visitor would move around the site.
Individual work	Work on your report. By the end of the evening, you should have completed a draft of the three-page body of the report. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO SHOW YOUR PROGRESS.
Homework	None.
<u>Class date</u>	<u>Nov. 11</u>
Assignments due on this day	None.
Activities planned for this day	Take notes on a product demonstration and write an instruction sheet. This will be handed in and graded as a worksheet .
Individual work	Work on your report. By the end of the evening, you should have completed drafts of the front and back matter. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO SHOW YOUR PROGRESS.
Homework	Finish formal report, DUE NEXT WEEK. LATE REPORTS WILL NOT BE ACCEPTED.
<u>Class date</u>	<u>Nov. 18</u>
Assignments due on this day	Formal report.
Activities planned for this day	Individual conferences.
Group work	None.
<u>Class date</u>	<u>Dec. 2</u>
Assignments due on this day	None.
Activities planned for this day	Formal reports returned.
Group work	Prepare a brief presentation on the main findings of your report, to be given as a group with your groupmates.
<u>Class date</u>	<u>Dec. 9</u>
Assignments due on this day	Brief presentations.
Activities planned for this day	Discussion of press releases. Write a press release, graded as a worksheet.

FINAL EXAM DATE WILL BE ANNOUNCED.