

English 202

Paul Graham, ENGL 202, Spring 2004, Business/Professional Writing

English 202
112 Armstrong
TTh 8:30-9:45 and 1:00-2:15
Spring 2004

Lecturer: Dr. Paul Graham
Office: 343 Stansbury Hall
Office Hours: Monday-Thursday, 10:30-11:30 Also by appointment
Phone: 293-3107, ext. 420

Course Objectives:

In English 202, you will

- Draw upon the persuasive skills you learned in English 102 to communicate—often succinctly—in a business environment
- Sharpen the above skills so you can write college -level letters, resumes, curriculum vitae, memos, proposals, etc. to demonstrate that your communication skills will be above average. These writings will be characterized by
 - unity, organization, and support; appropriate word choice
 - standard usage, spelling, and mechanics
- Engage in collaborative writing and formal presentation.

Course Requirements:

You must satisfactorily complete all of the work described in the "grades" section (shown below) to pass the class.

Required Text:

Oliu, Brusaw, and Alred. Writing that Works: Communicating Effectively on the Job, 7th edition

Highly Recommended

Notebook

Policies for Handed-in Work:

- You will be taught proper format for each assignment; use only that format when turning in your work.
- In-class work should be in blue or black ink. Use a standard 8 1/2 x 11" loose-leaf paper or a blue book. Use only the front of the page.
- Late work will not be accepted for credit. It will be marked in my grade book as "turned in," but its point value will be zero. This policy is non-negotiable.
- Problems with printers or other computer- and electronic-related difficulties do not qualify as adequate reasons for late assignments. Operation of computer equipment should be considered part of students' academic work.
- At no time will assignments on disk or via email be accepted as credit, except where email is part of the assignment.
- There will be no makoup, do-over, or extra-credit assignments given at any time.

Email Policies:

- Please use email only to ask for details, advice, or elaboration about the reading material or class discussion; for example, if you didn't understand something about the day's lecture, email me for clarification. Of course, a major exception to this rule is when I give you email assignments.

- Please do not use email to tell me about absences, lateness, sickness, family emergencies, or to ask what we covered in class on the day you missed; these kinds of messages will be discarded.
- Be sure to have another student's email address or phone number to ask about missed work.

Other Policies:

- Plagiarism is the same thing as theft. It will not be tolerated in any form. Any student caught copying the work of another verbatim, paraphrasing written work or ideas without documentation, or using the work or ideas from a conference, seminar, or audio/visual source, without documentation, will receive an F in the course.
- Only two unexcused absences are allowed. Additional absences must be supported with documentation, including the deaths of friends or family, and sports-related outings. Grades will be lowered by one letter after the second unexcused absence. Five or more absences will result in an F for the course.
- Consistent tardiness will also lower your grade. -You and your homework assignments are considered late one minute after class begins.
- Cell phones and beepers should be turned off before coming to class. At no time should any electronic device be audible in the classroom. No exceptions.

Tentative Schedule:

For the time period ending:

January 27: Review of the basic principles of English 102, especially the essentials of problem solving and/or persuasion; chapters 1 & 2; turn in emails and a memo during this period

February 19: Chapters 3, 4 & 8, continuation of 102 review, grammar; various practice assignments involving letter writing, paper selection, and letterhead during this time period

March 4: Chapter 9; more on letters

March 25: Chapter 16; writing cover letters, resumes, and curriculum vitae

April 8: Chapter 10; writing reports, especially with analytical or problem-solving language

April 22: Chapter 15 (skim as needed for instructional purposes); classroom presentation (explaining final project) due on this day

April 29: Chapters 11 & 12 (skim as needed for instructional purposes); chapter 14 (read carefully); final business proposal due on this day

Grades

Class Participation 25 points

Practice Letters, Emails, etc. points vary for each assignment

March 4 Letter 100 points

March 25 Letter 100 points

April 8 Report 100 points

Presentation 75 points

Proposal 150 points

Calculating Your Scores

- Always keep track of what you are getting in the class by using fractions (142/150, for example). At the end of the semester, add all of the top numbers and all of the bottom numbers. Then divide the top sum by the bottom sum. This will yield a decimal number less than one, which you should simply convert to a percentage to see what your final score is for the course. For example, your grades may add up in the following way: $22/25 + 84/100 + 82/100 + 95/100 + 88/100 + 70/75 + 136/150 = 577/650 = .887$. To convert this number to percentage, simply move the decimal point two places to the right. 88.7% = B in the course.
- Use the space below to record your grades and do the calculations at the end of the semester.