



Department of English and Writing Studies

**2111F: Introduction to Professional Writing  
F/W 2019-20**

**Section:** 003

**Time/Room:** Wednesdays, 9:30am-12:30pm/  
UC 1220

**Instructor:** Sonia Halpern

**Email:** shalpern@uwo.ca

**Office:** LH 2266

**Office hours:** Wednesdays, 2:30-  
4:30pm/By Appointment

**Course Description and Objectives**

This course aims to introduce you to the basic grammatical and stylistic principles of good, clear, written English within a specific context. That context is professional writing. You will be introduced as well to basic theories and concepts in professional writing, given opportunities to develop skills applicable to writing in a professional context, and encouraged to read about and apply findings from research in





Students seeking academic consideration

detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between Western and Turnitin.com

<http://www.turnitin.com>

*Note: In this course, the final versions of your assignments must be submitted electronically to turnitin.com through your section's Sakai HomePage. Your instructor will provide you with further information and instructions on this procedure.*

### **Prerequisites**

The University Senate requires the following statement to appear on course outlines:

your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary

### **Schedule**

**September-December 2019: Wednesdays, 9:30am-12:30pm; UC1220**

**\*ALL DRAFTS MUST BE IN HARD-COPY FORM AND, UNLESS OTHERWISE NOTED, ARE DUE AT THE START OF CLASS\***

**Week One: Introduction: Writing and Rhetoric in a Professional Context**  
**Sept. 11 Locker/Findlay, Chapters 1, 2, 3; Locker/Findlay, (Chapters  
upcoming classes)**

**Week Two: Rhetoric: The Concept of Audience**  
**Sept. 18 Locker/Findlay, Chapter**

**Week Four:** Writing Informative, Positive and Negative Messages  
**Oct. 2** Locker/Findlay, Chapters 7 and 8

*Assignment #1 (Negative Message with Positive Emphasis) Preliminary Draft  
Due; Peer Review*

**Quiz: (5%)**

**Week Five:** NO CLASS (YOM KIPPUR)

**Week Nine: Communicating Across Cultures Overview**  
**Nov. 13**