



Department of English and Writing Studies

**2111G: Introduction to Professional Writing  
F/W 2018-19**

**Section #:** 004

**Day/Time:** Friday 11:30 AM - 2:30 PM

**Room:** UC-1220

**Instructor:** Dr. Andrew Wenaus

**Email:** awenaus@uwo.ca

**Office:** UC 1421

**Office hours:** Monday 5:30PM - 6:30PM

**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.

Messenger, de Bruyn et al. *The Canadian Writer's Handbook. Second Essentials Edition*. Oxford University Press, 2017.

**Final Course Grades:** your final grade in the course will be based on your performance in the required work, weighted as shown below.

In-class quizzes on sentence structure/grammar issues	15%
Diagnostic Paper: Audience Analysis; ungraded (up to 500 words)	--
Assignment 1: Negative Message with positive emphasis (up to 1000 words)	20%
Assignment 2: Persuasive Message with visual (up to 1200 words)	25%
Assignment 3 (Formal Report; research-based) (up to 1250 words, excluding front and back matter)	40%

**Note:** each of Assignments 1, 2 and 3 includes a preliminary peer-reviewed draft stage. In each week a peer-review session is scheduled, you must bring to class a copy (paper or electronic) of a preliminary draft of the assignment in question. This draft should be sufficiently complete (in my judgment) to allow you to obtain meaningful comment on it from one or more of your peers. I will ask you to show me your draft in class, during the peer-review session. Failure to attend class with a sufficiently complete draft, and/or to participate by reviewing at least one other student's draft **will result in the earned mark for that assignment being reduced by 10%**. So for example what would have been an earned mark of 78 for Assignment #3 will have a mark of 70 recorded. **Note** that this penalty will be applied *in addition* to any other applicable penalties, e.g. for late submission.

## Course Policies

### Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies att3 11(es)-3( )

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

**Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at Western University **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a Writing class in order to write such a test in another class, that is **your** choice; your absence will not be excused.

**Attendance also extends to tardiness.** If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

#### **Late Assignments Policy**

Assignments are due on the dates specified in the syllabus.

Late papers **will be penalized 5% per day – including weekends and holidays – unless** I have granted you an extension of the due date. For example, an Assignment submitted one day late without permission that would have earned a grade of 80 will instead receive a grade of 76.

You must contact me ahead of time to request an extension and must provide a suitable reason. *See also the section 'Medical Accommodation Policy' below.*

**Important:** *you are responsible for keeping a copy of all assignments you submit.*

#### **Medical Accommodation Policy**

For Western's Policy on Accommodation For Medical Illness, see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf)

(downloadable Student Medical Certificate [SMC]:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) under the Medical Documentation heading)

Students seeking academic accommodation on medical or other grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth less than 10% of their final grade must also apply to the Academic Counselling office of their home Faculty and provide documentation.

## **Prerequisites**

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

“Unless you have either the requisites for this course or written special permission from 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 prerequisites.”

### **Schedule ('Week One' includes Sept. 6/7 in Fall term)**

**Week One**      **Introduction: Writing and Rhetoric in a Professional Context**  
**Jan. 7**            **Locker/Findlay, Chapters 1, 2, 3, and Appendix 'A'**

**Week Two**      **Rhetoric: The Concept of Audience**  
**Jan. 14**           **Locker/Findlay, Chapter 2**

**Introduce and Assign Case and Diagnostic Paper: (Audience Analysis; up to 500 words/ungraded) due Week Three**

**Week Three**    **Introduction to the Conventions/Grammar of Standard Written English;**  
**Jan. 21**           **Writing Clearly**  
                      **Locker/Findlay, Chapter 3 and Appendix 'A'**  
                      *Diagnostic Paper (Audience Analysis) due.*

**Week Four**     **Writing Informative, Positive and Negative Messages**  
**Jan. 28**           **Locker/Findlay, Chapters 7 and 8**

**Introduce and Assign Case and Assignment #1: (Negative Message with positive emphasis; up to 1000 words/20%) due Week Six (draft due in-class Week Five)**

**Week Five**

**Week Eight**      **Writing Persuasive Messages**  
**Mar. 4**            **Locker/Findlay, Chapter 9**  
*Assignment #2 Draft due; peer review*

**Introduce and Assign Case and Assignment #3: (Formal report exercise; approximately 1250 words [excluding front and back matter]/40%) due end of classes (draft due in-class Week 11)**

**Week Nine**        **Communicating Across Cultures Overview (Locker/Findlay, Chapter 5)**  
**Mar. 11**            **Writing Proposals and Reports: Introduction to Assignment #4**  
**Locker/Findlay, Chapters 10, 11 and 12**

*Assignment 2 (Persuasive Message w/visual) Final draft due.*

**Week Ten**         **Writing Proposals and Reports**  
**Mar. 18**            **Locker/Findlay, Chapters 10, 11 and 12**

**Week Eleven**    **Employment Communications Overview (Locker/Findlay, Chapter 13)**  
**Mar. 25**            *Assignment 3 Draft due; peer review*

**Week Twelve**   **Writing Proposals and Reports; Locker/Findlay, Chapters 10, 11 and 12**  
**Apr. 1**

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