

2111G-653

**Writing in the World: Introduction to Professional Writing
Winter 2019**

Instructor: Michael Fox

Office: UC 3429

Office Hours: TTh 3:30-4:30

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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 professional writing.

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Ontario Council of Academic

University Undergraduate Degree Level Expectations (24 October 2005).

More specifically, upon successful completion of this course, you will have demonstrated the ability to

1. identify and define rhetorical contexts for professional communication;

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 (up to 1250 words, excluding front and back matter)	40%
Sentence Grammar/Structure Test (on Sakai)	15%

Course Policies

Assignment Format

All assignments are to be typed and double-spaced, and must have your name, course name, section number, and instructor. Do not use a cover page; these are particularly unnecessary for online submissions. When using sources in a paper, you will be expected to follow MLA, APA, or Chicago citation practice. See text (Locker/Findlay), pp. 238-45.

Submitting Assignments

Assignments are due on the dates specified in the syllabus. La3004952 ref1 0 0 1 412.03 393.79 Tm0 g0 G(45)JTET@.00

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an y in the course). **All** medical documentation **must** be submitted to the Academic

**“Students who are in emotional/mental distress should refer to MentalHealth@Western:
<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.**

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing

Briefly, remember that I do not have the discretion to initiate, consider, or grant (or not) such requests; your home faculty.

Scholastic Offences, including Plagiarism

The University Senate requires the following statements, and Web site references, to appear on course outlines:

ropriate policy,
specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

introduce you to an historical context within which you can think about the processes and products of ‘writing.’ Following this discussion, we will take a brief look at Chapter 1 of our text, Locker/Findlay, and establish some key terms and concepts.

Read: Locker/Findlay, Chapters 1, 2 (and 3)

Discussion Topic: In this first Week’s Discussion, introduce yourself to the class, and post any initial thoughts, comments, and questions you may have – both g00313005(hi)1a,

Discussion Topic: refer to Exercise 8.5 on page 200 of your text. As instructed there, compose a brief message to your boss correcting the figures. Use 'correct numbers' (b), and a

Unit/Week Ten (March 18-22)

Read: Locker/Findlay, Chapters 10 and 11

Assignment Case: “*Cross-Cultural Negotiation: Americans Negotiating a Contract in China*” (in Create coursepack)

***Week Thirteen**

****The Deadline for submission of Assignment #3 is midnight on Tuesday, April 9 ('Week 13', last day of classes)***