



Department of English and Writing Studies

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

**Section: 002  
Time/Room: Tuesdays, 9:30am-12:30pm, UCC 61  
Instructor: Sonia Halpern**

**Email: shalpern@uwo.ca  
Office: UC 1421  
Office hours: Tuesdays,  
12:30-2:30pm/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 professional writing.

information, arguments, and analyses accurately and reliably, orally and in writing to a range of  
iversity Undergraduate  
pon successful completion of this

course, you will have demonstrated the ability to

1.







All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the 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:

Without the approval of the Dean of the Faculty of Education, 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. F4 11.04 Tf1 0 0 1 224.81 496.63 Tm0 g0 G{s d)9(ec)

Week Five: Writing Informative, Positive and Negative Messages  
Feb. 4 Locker/Findlay, Chapters 7 and 8  
*Assignment #1 (Negative Message with Positive Emphasis) Preliminary Draft Due; Peer Review*

Week Six: Document Design and Visuals  
Feb. 11 Locker/Findlay, Chapter 4; Locker/Findlay, Appendix 'A' (Words that are Often Confused); Messenger, Chapter 14 (Diction)  
*Assignment 1 (Negative Message with Positive Emphasis) Final Draft Due*

Introduce and Assign: Case and Assignment #2 (Persuasive Message w/ Visual; up to 1200 words/25%)  
Preliminary Draft Due: Week Eight  
Final Draft Due: Week Nine

**\*Feb. 18: Winter Term Reading Week\***

Week Seven: Writing Persuasive Messages  
Feb. 25 Locker/Findlay, Chapter 9 and Appendix 'A' (Dangling and Misplaced Modifiers); Messenger, Chapter 5 (Modifiers and Constructions)

Week Eight: Writing Persuasive Messages  
Mar. 3 Locker/Findlay, Chapter 9  
*Assignment #2 (Persuasive Message w/ Visual) Preliminary Draft due; Peer Review*

Introduce and Assign: Case and Assignment #3 (Formal Report Exercise; approximately 1250 words [excluding front and back matter]/40%)  
Preliminary Draft Due: Week 11  
Final Draft Due: Week 12

Quiz: (10%)

Week Nine: Communicating Across Cultures Overview  
Mar. 10 Locker/Findlay, Chapter 5  
Writing Proposals and Reports  
Locker/Findlay, Chapters 10, 11, 12  
*Assignment #2 (Persuasive Message w/Visual) Final Draft Due*

Week Ten: Writing Proposals and Reports  
Mar. 17 Locker/Findlay, Chapters 10, 11, 12

Week Eleven: Employment Communications Overview  
Mar. 24 (Locker/Findlay, Chapter 13)  
*Assignment #3 (Formal Report Exercise) Preliminary Draft Due; Peer Review*

Week Twelve: Writing Proposals and Reports  
Mar. 31 Locker/Findlay, Chapters 10, 11, 12  
*Assignment 3 (Formal Report Exercise) Final Draft Due (by 12:20pm)*