

**2111F/G: Introduction to Professional Writing  
F/W**

## Final Course Grades

Your final grade in the course will be based on your performance in the required work, weighted as shown below.

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|---|-----|
| In-class quizzes on sentence structure/grammar issues   | 15% |
| Assignment 1: Negative Message with positive emphasis<br>(up to 1000 words)                   | 20% |
| Assignment 2: Proposal with visual<br>(up to 1200 words)                                      | 25% |
| Assignment 3: Formal Report with visual<br>(1200-1400 words, excluding front and back matter) | 40% |

**Note:** Each of Assignments 1, 2, and 3 includes a preliminary peer-reviewed draft stage. 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%.***