

2111G: Writing in the World: Introduction to Professional Writing

Distance Studies / Winter 2021 / Section 651

Instructor: Professor Tim Freeborn

Contact: Please use OWL Message

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. Generally, the course aims to help you develop the ability to communicate effectively.

not try to submit an assignment twice, or in parts as two or more files. Also note that I access your original uploaded Word file; typically any formatting errors etc. which show in the Turnitin preview function will not appear on your uploaded file.

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Attendance/Participation (Please note posting requirements)

Obviously, we do not meet formally as a class in a Distance Studies course. Therefore, attendance and participation on the Discussion Board are intertwined. While Distance Studies classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our OWL server W*BT/F4 1r0.00000912 0 6(ereW*nBT/0.00000912 0.60209212 W61BT

absence is no

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

To understand the concept of _____ (primary and secondary)

To understand how that analysis can help us *shape, structure, and organize* a message in order to maximize its potential effectiveness;

To define the concept of _____ (including _____ - bias-free language, and tone) and explore the relationship of these concepts to effective writing

Read: Locker/Findlay, Chapter 2; ***Assignment Case:*** ‘Globe’ (in Course Book)

Diagnostic Paper: Audience Analysis (Memo. to Instructor; up to 500 words/); due 11:55 p.m. Sunday Week 3

Discussion Topic: *Are there qualities in Lyn Smith’s letter that might (wrongly) tempt you to be dismissive and/or condescending in your reply? What other qualities or features might you notice that would help you avoid falling into that trap?*

Unit/Week Three (January 25 to January 31)

Writing Clearly: Introduction to the Grammar and Conventions of ‘Standard Written English’

Objectives:

To

In spite of the fact that the educational environment is a very significant facet to each and every one of our children, some groups do not support reasonable and fair tax assessments that are required for providing an educational experience at a high level of quality.

Unit/Week Four (February 1 to February 7)

The Toulmin model of rhetorical argument

The distinction between the formal validity of an argument and its

Through this Unit's discussion and readings, you should be familiar with the

***Week Twelve**

*Deadline for submission of Assignment #3 is 11:55 p.m. on Friday April 16
(last day of classes).*