

Assignment 1: Negative Message with positive emphasis (up to 750 words)	20%
Assignment 2: Proposal with visual (up to 1200 words)	25%
Assignment 3: Formal Report with visual (1200-1400 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 TWO hard-copies (paper) of a preliminary draft of the assignment in question. This draft should be sufficiently complete (in my judgement) 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 le **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). You are required to submit your hard-copy final draft on the due date (see Class Meeting Schedule below) WITH the peer-reviewed draft when they are collected within the first 20 minutes of class.

Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons.

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and may need to be completed in a subsequent year. Your instructor will provide you with further information as to how this applies within this course.
Students who demonstrate a pattern of routinely missing coursework due to self-

OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

CLASS MEETING SCHEDULE

Sept.-Dec. 2022: Wednesdays 9:30am-12:30pm, UC 1220

Please Note that all Drafts Must be Hard Copies and are Due at the Start (within the First 20 Minutes) of Class

Week One: Sept. 14

Introduction; Workplace Communication

Rentz, Lentz, and Campagna, Chapters 1 and 5 and Reference Chapter A

Week Two: Sept. 21

Audience, Purpose, and Medium

Rentz, Lentz, and Campagna, Chapter 2

-Assign: Assignment 1 (Negative Messages with Positive Emphasis; up to 1000 words total for both documents/20%) (First Draft Due in Week Five; Final Draft Due in Week Six)

Week Three: Sept. 28

Goodwill

Rentz, Lentz, and Campagna, Chapter 6

Messenger, Chapters 8 (Verbs) and 15 (Commas)

Week Four: Oct. 5

Yom Kippur: No Meeting

Good-News, Neutral, and Bad-

-Due : Final Draft of Assignment 1

-Assign: Assignment 2 (Unsolicited Internal Proposal; up to 1200 words/25%) (First Draft Due in Week Eight; Final Draft Due in Week Nine)

--Quiz #1 (5%)

Week Seven: Oct. 26

**Document Design
Rentz, Lentz, and Campagna, Chapter 3**

Messenger, Chapters 14 (Diction) and 5 (Modifiers and Construction)

Nov. 2:

**Fall Term Reading Week:
5 p.m., Friday, October 29-midnight, Sunday, November 7**

Week Eight: Nov. 9

**Visuals
Rentz, Lentz, and Campagna, Chapter 4**

-Due: First Draft of Assignment 2

-Peer Review

-Assign: Assignment 3 (Internal Formal Report; 1200-1400 words excluding front and back matter/40%) (First Draft Due in Week Eleven; Final Draft Due in Week 12)

Week Nine: Nov. 16

**Communicating Across Cultures; Researching and Writing Reports
Rentz, Lentz, and Campagna, Chapters 7 and 11**

-Due: Final Draft of Assignment 2

-Quiz #2 (10%)

Week Ten: Nov. 23

**Researching and Writing Reports
Rentz, Lentz, and Campagna, Chapters 11 and 12**

Week Eleven: Nov. 30

**Employment Communications
Rentz, Lentz, and Campagna, Chapter 15**

-Due: First Draft of Assignment 3

-Peer Review

Week Twelve: Dec. 7

Researching and Writing Reports
Rentz, Lentz, and Campagna, Chapters 11 and 12

Due: Final Draft of Assignment 3