**ENG 2302: Writing for Business**

# **Instructor:** Dr. N. Amakhmakh

**Office:** Bldg 8 / R 110 Ext : 2475

**Office Hours:** MW F 9:00-11:00

TR 9:00-10:30

This course, designed to perfect writing skills necessary to advanced undergraduate writing in SBA courses and to future writing tasks in professional context, focuses on refining the skills developed in ENG 1301, SSK courses, and COM1301 and introduces students to a variety of strategies used in professional writing. It prepares students for the various writing tasks they will face in the workplace. It emphasizes the writer’s ability to analyze and synthesize information and to incorporate data and opinions compellingly into texts. It is designed to help students analyze the writing situation --their audience and purpose in communicating—and then make decisions about the document’s organization and content so that it meets the needs of its readers.

Students are expected to attend class regularly, to participate in class discussions, and to complete all assignments in a timely and professional manner. In-class exercises and workshops are essential part of the course, as are the assigned readings and exercises.

**Textbook: Successful Writing at Work** by Philip C. Kolin, 9th Edition

**COURSE REQUIREMENTS:**

**1.** **Attendance and Participation**. Because this class will operate as a workshop, your participation is essential. It is important that you attend every class meeting prepared to write and ready to share your experiences and knowledge with others. As a general guideline: if you miss more than three (3) class sessions **for any reason**, you have seriously jeopardized your partnership in this workshop and your course grade may be affected; if you miss more than five (5) class sessions, you risk failing the course. Please keep me informed of any attendance problems, preferably beforehand. In the event of serious illness or emergency, a signed excuse must be submitted to me at the first class session on your return; excuses after that will not be accepted. All other absences will be noted as unexcused.

**2. Tardiness.** Please note the time that this class begins and plan to be in the classroom ready to work at that time. If you are not present when attendance is taken but arrive within 10 minutes, you will be marked ***late***. Three (3) late arrivals will count as one (1) unexcused absence. Arrivals after 10 minutes will be counted as absent. No excuses will be accepted for late arrivals.

1. **A variety of written Assignments.** All of these assignments will involve your use of resource material. All papers should be typed in a font that results in 200-250 words per page.

**EVALUATION:**

Assessing performance in a writing course is never an easy matter. For this course, your grade will be divided in the following way:

1. Homework: 10%

2. Written assignments: 60%

3. Performance in class, participation, and attendance: 10%

4. Mid-Term and Final Exam 20%

**PLAGIARISM:**

As a writer, you should be aware that it is necessary to credit and carefully cite sources of information. One of the goals of this course is learning how to do this accurately and clearly. Failure to do so is deceptive to your readers, unfair to the original author or speaker, and irresponsible to you and your education. Before you write anything, read the sections in your textbook and handbook on plagiarism.

**Course Schedule**

Tentative Syllabus; may change throughout the semester.

Reading assignments are to be prepared before the class meeting to which they pertain

**Week 1**

Introduction to the course

**Week 2 Technical Communication and Writing in the Workplace**:

Read Chapter 1

**Week 3 Electronic Mail**

**Tuesday:** E-mail

**Thursday:** E-mail

Read Chapter 4(131 -139)

**Week 4 The Job Search: Employment Documents**

**Tuesday:** Application Letter

**Thursday**: CV

Reading: Chapter 7 (153 -188 and 251- 280)

***E-mail Assignment Due***

**Week 5 The Job Search: Employment Documents**

**Tuesday:** Application Letter

**Thursday**: CV

Reading: Chapter 7 (153 -188 and 251- 280)

***E-mail Assignment Due***

**Week 6 Business Correspondence**

**Tuesday:**  Writing Memos and Reports

**Thursday:** Writing memos and Reports

Read Chapter 2 (122-129)

**Week 7**

**Tuesday:** Types of Memos

**Thursday:** Types of Memos

***CV assignment due***

**Week 8**

**Tuesday:** Case Study 1

**Thursday:** Case Study 1

**Week 9**

**Spring Break**

**Week 10 Tuesday:** Case Study 2

**Thursday:** Case Study 2

**Case study 1 assignment due**

**Week 11**

**Tuesday:** Proposal

**Thursday:** Proposal

Reading Chapter 13 (561- 587)

**Case study 2 assignment due**

**Week 12**

**Tuesday**: Research Report

**Thursday:** Research Report

Reading Chapter 13 (587-593)

**Proposal Assignment Due**

**Week 13**

**Tuesday**: Developing a successful Research Report

**Thursday:** Developing a successful Research Report

Read Chapter 14

**Week 14**

**Tuesday**: Workshop

**Thursday:** Workshop

Read Chapter 15 (638-668)

**Week 15 Revision and Evaluation**

**Final Report Assignment Due**