

**2111F: Introduction to Professional Writing  
Fall 2018****Section:** 002**Time/Room:** Tuesdays, 9:30am-12:30pm/  
UCC, Room 54B**Instructor:** Sonia Halpern**Email:** shalpern@uwo.ca**Office:** LH 2266**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. Generally, the course aims to be



This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

**Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at Western University ***shall not require*** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean'

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth less than 10% of their final grade must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on non-medical grounds, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their

## Prerequisites

The University Senate requires the following statement to appear on course outlines:

“Unless you have either the requisites for this course 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. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

## Electronic Devices

During all lectures and Peer-Reviews, the use of cell phones, iPods, any other potentially disruptive devices, and lap tops for recreational use (web surfing, e-mailing, etc.), is **NOT** permitted in the classroom.

## Schedule

Sept.-Dec. 2018: Tuesdays, 9:30am-12:30pm; UCC, Room UCC 54B

**\*ALL DRAFTS MUST BE IN HARD-COPY FORM,  
AND ARE DUE AT THE START OF CLASS\***

**Week One:** **Introduction: Writing and Rhetoric in a Professional Context**  
**Sept. 11** Locker/Findlay, Chapters 1, 2, 3; Locker/Findlay, Appendix ‘A’ (Chapters 2, 3, and portions of Appendix ‘A’ will be discussed in detail during upcoming classes)

**Week Two:** **Rhetoric: The Concept of Audience**  
**Sept. 18** Locker/Findlay, Chapter 2; Locker/Findlay, Appendix ‘A’ (Sentence Types; Agreement; Comma Splices; Commas); Messenger, Chapters 8 (Verbs) and 15 (Commas)

**Introduce and Assign: Case and Diagnostic Paper: (Audience Analysis; up to 500 words/ungraded)**  
**Final Draft Due: Week Three**

**Week Three:** **Introduction to the Conventions/Grammar of Standard Written English; Writing Clearly**  
**Sept. 25** Locker/Findlay, Chapter 3; Locker/Findlay, Appendix ‘A’ (Semi-colons; Colons); Messenger, Chapters 16 (Semi-colons) and 17 (Colons)  
***Case and Diagnostic Paper (Audience Analysis) Due.***

**Week Four:** **Writing Informative, Positive and Negative Messages**  
**Oct. 2** Locker/Findlay, Chapters 7 and 8

**Introduce and Assign: Case and Assignment #1: (Negative Message with Positive Emphasis; up to 1000 words/20%)**  
**Preliminary Draft Due: Week Five**  
**Final Draft Due: Week Six**

**Quiz: (5%)**

***FALL TERM READING WEEK, OCTOBER 8***

**Week Five:** Writing Informative, Positive and Negative Messages

**Oct. 16** Locker/Findlay, Chapters 7 and 8

*Assignment #1 (Negative Message with Positive Emphasis) Preliminary Draft due; Peer Review*

**Week Six:** Document Design and Visuals

**Oct. 23** Locker/Findlay, Chapter 4; Locker/Findlay, Appendix 'A' (Words that are