

**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.

In-class quizzes on sentence structure/grammar issues	15%
Assignment 1: Negative Message with positive emphasis (up to 1000 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. 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%.***