

2111G 653: Writing in the World: Introduction to Professional Writing

Distance Studies; Winter 2020-21

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Scope 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. Graduate students will demonstrate the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a

Undergraduate Degree Level Expectations (University of Western Ontario, 2005). More specifically, upon successful completion of this course, you will have demonstrated the ability to

1. identify and define rhetorical contexts for professional communication;
2. analyze and evaluate professional communication within those rhetorical contexts;
3. understand the relationship between context, purpose and audience and how that relationship should shape a message;

your original uploaded Word file; typically any formatting errors etc. which show in the

Attendance/Participation (Please note posting requirements)

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 Sakai section) and participate by introducing yourself, and posting questions and thoughts during the first week, and by posting (by participating in a given set discussion topic) in subsequent weeks where there is a Discussion topic as indicated on this syllabus. This means at least three separate posts during each of those weeks (a week is defined *for this purpose* as running from Monday to Sunday), **at least one of which must be a reply/response to another student**. Extended absences, defined as a failure to post into the Sakai classroom for more than five consecutive days, must be coordinated with the instructor.

Postings on the Discussion Board must have the following characteristics:

- Must contribute something meaningful to the Board;
- Must support your opinion with sufficient reasons or evidence;
- Must display good grammar and organization.

Postings should not:

- Contain disrespectful, insulting, or offensive language;
- Be excessively long or excessively short;

Note

Plagiarism is a major academic offence (see Scholastic Offence Policy as above). Plagiarized work will receive (ranging from 0 to 49) and may result in failure in the course as a whole.

t to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)

Prerequisites

To learn how analyze potential audiences for a message;

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

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Emphasis, bias-free language, and tone) and explore the relationship of these concepts to effective writing

Read: Locker/Findlay, Chapter 2; Assignment Case: 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 qualitie 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 31)

Writing Clearly
Written English

Objectives:

To encourage you to develop a critical self-awareness of your writing practice

To articulate some basic revision

ensure that my document as a whole will clearly communicate my intended

Unit/Week Six (February 22 to 28)

Overview of Basic Principles of Document

The Toulmin model of rhetorical argument

The distinction between the formal validity of an argument and its persuasiveness in a more general sense

The importance of assumptions shared by the sender and receiver of a (persuasive) message

Read: Locker/Findlay, Chapter 9

and

following topics:

***Week Twelve**

Deadline for submission of Assignment #3 is 11:55 p.m. on Friday April 16th unless you have secured formal academic consideration or accommodation.