

## **2111F: Writing in the World: Introduction to Professional Writing**

**Distance Studies 651**

**Instructor: Melanie Chambers mchambe4@uwo.ca**

### **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. G

information, arguments, and analyses accurately and reliably, orally and in writing, to a range of Ontario Council of Academic University Undergraduate Degree Level Expectations (December 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;



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;

shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

for relief specifying the nature of the accommodation being requested. These documents will be

Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by

include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note it will not be sufficient to provide documentation indicating simply that the st

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and

**Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics**

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

**Documentation from Student Health Services**

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

**Documentation from Hospital Urgent Care Centres or Emergency Departments**

Information for Writing Studies Instructors Fall/Winter 2022-2023

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously

**Please note** that individual instructors **will not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office of a

**Students with disabilities work with Accessible Education** (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:  
[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf)

**Students who are in emotional/mental distress** should refer to MentalHealth@Western:



*CAO, and the CAO has asked*

RLC, Reference Chapter A, pp. A-13 to A-14  
CWH, Section 8

*Discussion Topic: What appeals would be appropriate for the following products when they are being sold to consumers? How might the appeals differ depending on the age and/or gender of the target audience? Think about the broad categories (pathos and logos), but also think of specific appeals that might work with different consumer groups. Choose one product from the list to comment on.*

Unit/Week Seven (October 24-28)

Visual rhetoric: document design

*Read:*

RLC, Chapter 5, pp. 153-9  
CWH, Section 2

*Discussion Topic: Find an online example of a document/website that violates one of the four main principles of design: contrast, repetition, alignment, or proximity. Link to the document/website, explain the problem, and offer a solution.*

(Reading Week: November 1-4)

Unit/Week Eight (November 8-14)

Visual rhetoric: visuals

*Read:*

*\*Download, write, and upload sentence structure/grammar test (15%)*

Unit/Week Nine (November 14-18)

Cross-cultural communication

*Read:*

RLC, Chapter 11, pp. 372-85 (secondary research)

*\*Assignment #2 submission due by 11:55 p.m., Sunday, Unit/Week 9*

Unit/Week Ten (November 21-25)

Research and writing (the right type of) reports

*Read:*

Unit/Week Eleven (November 28-December 2)

