

**2111F/G: Introduction to Professional Writing
F/W 2021-22**

Section: # 2111G 001

Time/Room: Mon. 9:30 AM -12:30 PM UC -1220 (lab)

Instructor: Prof. Marielle Ayles

Office hours: Zoom Appointments

Email:

Office:

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.

information, arguments, and analyses accurately and reliably, orally and in writing, to a range of

upon successful completion of this course, you will have demonstrated the ability to

1. identify and define rhetorical contexts for professional communication;
2. identify, define, and understand the purpose for writing within those rhetorical contexts;
3. understand the relationship between context, purpose, and audience and how that relationship should shape a message;
4. use that understanding to develop a persuasive argument;
5. generate ideas for a variety of communicative purposes, such as communicating a negative message with positive emphasis;
6. understand basic principles of cross-cultural communication and their significance;
7. understand basic principles of document design and apply them;
8. write cohesive and coherent prose using the grammar and conventions of Standard Written English;
9. identify and correct errors in composition, grammar, and mechanics; and
10. incorporate feedback into revisions.

Required Texts

Rentz, Kathryn, Paula Lentz, and Marco Campagna. *Business Communication: A Problem-Solving Approach*. First Canadian edition. Toronto: McGraw-Hill, 2021.

Messenger, de Bruyn, et al.
Edition. Toronto: Oxford University Press, 2017.

Final Course Grades

Y

- Support your opinion with sufficient reasons or evidence.
- Display good grammar and organization.

Postings should not

Contain disrespectful, insulting, or offensive language.

Be excessively long (more than one screen length) or excessively short.

Be unrelated to the forum topic.

Note:

another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-

diately contact an academic counsellor in **your** choice;

your absence will not be excused.

