

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

Distance Studies 652/653

Course Description and Objectives

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Sentence Grammar/Structure Quizzes (online on Owl site) 15%

Course Policies

Western is committed to reducing incidents of gender-

CWH, Section 5

Discussion Topic: You work as a student intern in the office of the CAO (Chief Administrative Office) in Mediantown. The Chair of the Committee of Adjustment (which is composed entirely of volunteers) sent the attached letter (see Forum) to the CAO, and the CAO has asked you for a preliminary analysis of the primary audience and what would you recommend the response look like on that basis? Do other audiences need to be considered?

***Grammar Quiz #1 (5%)**

Unit/Week Three (September 25-October 1)

Building positive relationships through communication: goodwill

Read:

RLC, Reference Chapter A, pp. A-2 to A-13
CWH, Section 15

Discussion Topic: Look at Skills-Building Exercises on "Using the You-Viewpoint" and "Rewriting for Courtesy and Positive Effect" (RLC, pp. 189-90). Pick any sentence, and rewrite that sentence according to the instructions. Comment as necessary. Try and pick a sentence no one has done (some will get done more than once, but many different rewrites are possible!). Remember to comment on other people's work.

Unit/Week Four (October 2-8)

Good-news, neutral, and bad-news messages

Read:

RLC, -
RLC, Reference Chapter A, pp. A-2 to A-13
CWH, Sections 16-25

***Grammar Quiz #2 (5%)**

Unit/Week Five (October 10-15)

Good-news, neutral, and bad-news messages (continued)

Read:

RLC, Chapter 5, pp. 136-43
Statstar case (under Unit 5/Week 5 content)

***Assignment #1 due by 11:55 p.m., Sunday, Week 5**

Discussion Topic: Refer to Problem-Solving Case #1 (RLC, p. 283). Compose a brief message to the Rim Ridge Community Arts Association that declines the offer to serve on their board. Post the message, and explain your choices in composing it.

Unit/Week Six (October 16-22)

Persuasive messages and proposals

Read:

RLC, Chapter 5, pp. 141-3

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

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

Unit/Week Ten (November 20-26)

Research and writing (the right type of) reports

Read:

Unit/Week Eleven (November 27-December 3)

Employment Communications

Read: RLC, Chapter 15 **ommunicating in the Job Search**

Discussion Topic: Find an ad for a job ó in either a print source or online ó for which you more or less qualify now. Read the ad carefully and list the specific skills and employee attributes sought by the employer, ranking them from most to least important. Make a list of your specific present skills, education, and personal qualities that might be relevant and attempt to match the two lists. Use this as a basis to discuss strategies you could use to respond to the ad, maximizing your strengths and legitimately (without being deceptive!) minimizing your weaknesses, so as to best present yourself to the prospective employer.

Unit/Week Twelve (December 4-8 [last day of classes])

Reports: executive summaries; and final comments

Read:

**Assignment #3 submission due by 11:55 p.m. on Friday, December 8 (last day of classes) OR as directed by your instructor*