

English 116, Section 02
Writing for Business
Spring 2001
Tuesdays 7:30 p.m. – 10:15 p.m.
Room CC 115

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Office Hours by Appointment

Course Description and Purpose:

English 116, Writing for Business, develops the student's ability in business writing through extensive practice in composing business correspondence and other documents. The course content guides students in achieving voice, tone, style, and content appropriate to a specific audience and purpose. The class includes instruction in formatting and editing. It also introduces students to business discourse through selected readings. Lecture 3 hours per week. Admission to this course has as a prerequisite of English 111 or division approval.

Course Objectives and Major Topics:

In this class, students will learn how to analyze audience and purpose in their business communications. They will further develop their skills of persuasion and argument introduced in English 111. As a result, they will produce audience-oriented reports, memoranda, letters, and other forms of written communication used in business situations.

Texts: Satterwhite, Marilyn, and Judith Olson-Sutton. *Business Communication at Work*. New York: Glencoe McGraw-Hill, 2000. (BCW)

Assignments: **Late work will not be accepted.** Assigned work is due at the beginning of class on the dates listed below. Several of these assignments represent multi-stage processes; therefore, preliminary work is required before the final submission will be graded. All preliminary work must be submitted when requested. Furthermore, all assignments should be typed before submission.

Attendance: Students are expected to be present in and prepared for class. Those students who miss three classes must schedule an appointment with the instructor to discuss their ability to pass the class. Students will receive an "F" for the course if they are absent for four or more classes.

This course will begin promptly at 7:30 and end at 10:15, or when dismissed by the instructor, on Tuesday evenings. Students should plan to be in the classroom for the entire class period. The instructor will take role twice in each class: at the beginning and the end of each meeting. Two incidences of tardiness, two incidences of early departure, or a combination of each is equivalent to an absence.

Grading: A Excellent (100 – 92)
B Proficient (91 – 85)
C Competent (84 – 77)
D Minimally Competent (76 – 69)
F Incompetent (68 and below)

The student's final course grade will be calculated with the following weights:

Project 1	10%
Project 2	15%
Project 3	20%
Project 4	20%
Project 5	5%
Final Project	20%
Homework, Participation, etc.	10%

Withdrawal:	Students have the responsibility for withdrawing from the course. The instructor will not withdraw students. The administration officers at NVCC and the college handbook can provide further information about the withdrawal process and procedures.
In an Emergency	In an emergency, this class will follow the procedures specified by NVCC. Students should familiarize themselves with the escape routes posted near the classroom door.
Note to Students:	NVCC is a place of learning and growing. Students should feel safe and comfortable anywhere on this campus. In order to meet this objective, students should a) let their instructor, his supervisor, the Dean of Students or Provost know if an unsafe, unwelcome, or uncomfortable situation arises that interferes with the learning process; b) inform the instructor within the first two weeks of classes, if they have special needs or a disability that may affect their performance in this course.

January 9	First class meeting. Introduction to the teacher, class, syllabus, and textbook. Brief writing assignment in class.
January 15	Last day to apply for graduation.
January 16	Review of English punctuation, grammar, usage, and mechanics. Chapter 1 in BCW: Exercises 3, 8, 10.
January 23	Chapter 2 in BCW: Practice 1, 2, 3. Chapter 3 in BCW: Practice 1; Practice 2 (Exercises A & B); Practice 3 (Exercise C).
January 30	Project #1: Process Flow. Chapter 4 in BCW: Practice 1. Chapter 5 in BCW: Practice 3.
February 6	Chapter 6 in BCW: Practice 2 (Questions 1a – 1c). Chapter 7 in BCW: Practice 1; Practice 2 (Exercise 1).
February 13	Chapter 8 in BCW: One letter from the "Invitations, Announcements, Welcome Letters" Practices and one letter from the "Letters Maintaining or Reactivating Business" Practices.
February 20	Project #2: Thank-You & Congratulatory Notes. Chapter 11 in BCW: Practice 1 (Exercise 3); Practice 2 (Questions 1a – 1f).

February 27	Chapter 17 in BCW: Practice 1. Chapter 18 in BCW: Practice 1; Practice 2; Practice 3 (Exercises 3 & 4).
March 6	Spring Break—no class!
March 13	Project #3: Résumé and Cover Letters. Chapter 13 in BCW.
March 15	Last day to withdraw without a grade penalty.
March 20	Chapter 14 in BCW: Practice 3 (Exercises 2 & 3).
March 27	Chapter 15 in BCW.
April 3	Project #4: Business Case Narrative. Chapter 9 in BCW.
April 10	Project #5: Business Case Oral Presentation. Chapter 10 in BCW.
April 17	Chapter 12 in BCW: Practice 2 (Exercises 1, 2, 5, 6); one letter from Practice 3.
April 24	Chapter 16 in BCW: Practice 1 (Exercises 2 & 3); Practice 2.
May 1	Last class meeting. Final Project: Requirements Document.
May 8	Commencement ceremony.