

303:01 Writing for Business and Professions
M/W4 MU113

Instructor:

Barclay Barrios:	Office:	RSC Atrium/Food Court
	Office Hours:	Wed, 1-2, and by appointment
	Office Phone:	
	Home Phone:	418-7033 (10 AM - 10 PM ONLY)
	Mailbox located in Murray Hall	

Course Objectives:

This course will give you practice in the purposes, skills, and styles of business communication through work on an independent project throughout the term.

Required Texts:

Cason, *Writing for the Business World*
Goeller, *Writing for Business and Professions Coursepack*
Lanham, *Revising Business Prose*

All texts for the course are available exclusively through New Jersey Books

Course Requirements:

- Final drafts must be typed or printed with a clean dot matrix or laser printer. Rough drafts should be typed or written legibly in ink. All work must be stapled and free of formal, grammatical, and typographical errors. Unusual emphasis is placed on appearance and proofreading.
- One half of a letter grade will be deducted for late rough drafts, one full letter grade for late final drafts. Grades are deducted *per class* that work is late.
- After four (4) unexcused absences you risk failing the course.
- Your final grade for the course will be based on the following requirements:

Daily work and participation	15ish%
Resume and cover letter	10ish%
Midterm paper	15ish%
Presentation	10ish%
Final paper	50ish%

YOU MUST SUBMIT TWO (2) COPIES OF ALL TYPED WORK
ALL FINAL GRADES ARE SUBJECT TO DEPARTMENTAL REVIEW

Preliminary Schedule of Classes

September 2	Introductions Forms Writing Sample
September 9	Goeller: Course Introduction Cason: Chapters 1 and 2 Discuss Writing Samples Bring in a newspaper article that illustrates a problem that needs to be solved
September 14	Goeller: Resumes and Cover Letters Cason: Chapters 13-15 Bring in an ad for a job
September 16	ROUGH DRAFT RESUME AND COVER LETTER DUE ROUGH DRAFT TOPIC PROPOSAL DUE Peer Revision Topic Discussion
September 21	<i>Independent Work Day</i> CLASS WILL NOT MEET
September 23	RESUME, COVER LETTER, AND TOPICS DUE Goeller: Library Research Cason: Chapters 7 and 8 Library Tour (tentative)
September 28	Goeller: The Sales Letter Cason: Chapter 6 Introduction to the Sales Letter Introduction to Bibliographies
September 30	BIBLIOGRAPHY DUE Goeller: Kuhn, in Reading Cason: Chapters 4 and 12
October 5	ROUGH DRAFT SALES LETTER DUE Peer Revision
October 7	SECOND ROUGH DRAFT SALES LETTER DUE Peer Revision
October 12	SALES LETTER DUE Cason: Chapter 3
October 14	Goeller: Visual Aids Memo Cason: Chapter 11 Oral Presentation Prep I
October 19	Cason: Chapter 12 Oral Presentation Prep II

October 21	<i>Independent Work Day</i> CLASS WILL NOT MEET
October 26	VISUAL AIDS MEMO DUE Goeller: Formal Report Cason: Chapter 10
October 28	ROUGH DRAFT TITLE PAGE DUE Oral Presentations
November 2	ROUGH DRAFT ABSTRACT DUE Oral Presentations
November 4	ROUGH DRAFT LETTER OF TRANSMITTAL DUE Oral Presentations
November 9	ROUGH DRAFT EXECUTIVE SUMMARY DUE Oral Presentations
November 11	ROUGH DRAFT RECOMMENDATIONS DUE Oral Presentations
November 16	ROUGH DRAFT TABLE OF CONTENTS/FIGURES DUE Oral Presentations
November 18	ROUGH DRAFT BIBLIOGRAPHY DUE Oral Presentations
November 23	Lanham: <i>sections to be announced</i> Workshop day
November 30	ROUGH DRAFT FORMAL REPORT DUE Peer Revision
December 2	Lanham: <i>sections to be announced</i> Workshop day
December 7	SECOND ROUGH DRAFT FORMAL REPORT DUE Peer Revision
December 9	Lanham: <i>sections to be announced</i> Workshop day
December 10	FORMAL REPORT DUE Class Evaluations