

**Literature, Journalism, and Modern Languages****WRI 365: Writing for Professional Careers****3 Units****Spring 2018**

<b>Meeting days:</b> MWF	<b>Instructor title and name:</b> Prof. Andrew Hoag
<b>Meeting times:</b> 8:30-9:25 am	<b>Phone:</b> (619) 849-2468
<b>Meeting location:</b> RLC 104	<b>E-mail:</b> ahoag@pointloma.edu
<b>Office Location:</b> BAC 118	<b>Office hours:</b> MWF 7:30-8:30 or TR by appointment
<b>Final Exam:</b> May 2 7:30-10:00 am	<b>Additional info:</b>

**PROSPECTUS / OBJECTIVES:** Welcome to WRI 365, a course in writing for professional careers and general business communication. We will study and practice a craft that blends critical thinking, creative writing, psychology, and common sense. The learning process also includes *unlearning* many assumptions about professional writing. Alumni from a wide range of majors and occupations have reported that this class was helpful in their post-college lives, not only in acquiring jobs and building careers, but in day-to-day written communication in all aspects of real-life communication.

Specific course assignments are designed to prepare students to write the résumés, memos, letters, instructions, applications, reports, and presentations required by professional organizations. Course emphasis is on practicing essential approaches and using practical tools applicable to any office environment. We will also focus on applying ethics and Christian principles in effective business communication.

**OFFICIAL LJML WRI365 COURSE LEARNING OUTCOMES**

Students will

1. Practice critical thinking about the purpose and strategy of business communication.
2. Identify and use fundamental concepts of business communication to write:
  - a. persuasive messages, claims, claims adjustments, and bad news messages
  - b. technical instructions
  - c. business reports
  - d. résumés and employment cover letters
3. Identify and use proper business format in the above communications.
4. Apply ethics and Christian principles in effective business communication.
5. Practice the “You Attitude” in all written communication.

**REQUIRED TEXT:** Kolin, Phillip C. *Successful Writing at Work*. 9<sup>th</sup> Ed. Boston: Wadsworth, 2010. **BE SURE TO GET THE 9<sup>th</sup> EDITION AND BRING THE TEXT AND THE COURSE SYLLABUS TO CLASS EVERY DAY.**

**REQUIRED SUPPLIES:** Two double pocket folders (the kind with white interiors that can be written on), small stapler, notebook paper, USB drive.

**REQUIRED E-MAIL:** You will receive important e-mails about this class, other classes, and PLNU business, so check your PLNU e-mail at least twice daily.

**REQUIRED CANVAS:** Some course materials will be placed on Canvas; check frequently.

## **ACTIVITIES, POLICIES & EXPECTATIONS**

### **1 ACADEMIC HONESTY**

1.1 The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Any violation of the university's commitment is a serious affront to the very nature of Point Loma's mission and purpose. The first violation of the academic honesty policy will result in zero credit for the assignment and possible failure of the course. Any subsequent violation will result in failure of the course. Further information about PLNU's policy on academic honesty can be found on our course Canvas page.

1.2 Definition of Plagiarism: Plagiarism means passing someone else's work as your own by either copying the words or using the ideas of other writers without giving credit.

- *If you copy even a sentence or phrase from a source without using quote marks and citing the source, you have committed plagiarism.*
- *If you paraphrase an idea that you found in a publication or internet site without citing the source, you have committed plagiarism.*

1.3 Plagiarism includes recycling of old work: All work presented for a grade in this class must be written

from scratch by the student after the assignment is given. Do not turn in anything, whether in whole or part, from another class at PLNU, or from high school, community college, or anywhere else, or use anyone else's work, in whole or in part. Penalties for attempting to recycle old work are the same as for plagiarism.

1.4 "I didn't mean to." Unintentional plagiarism is still plagiarism and is subject to all penalties. If you're wondering whether you've paraphrased too closely, be sure to ask before you turn in the assignment for a grade. You will not be penalized if you ask first.

### **2 PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### **3 ATTENDANCE AND PARTICIPATION**

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. See Academic Policies in the undergrad student catalog.

### **4 PLNU ACADEMIC ACCOMMODATIONS POLICY**

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at [DRC@pointloma.edu](mailto:DRC@pointloma.edu). See [Disability Resource Center](#) for additional information.

## 5 USE OF TECHNOLOGY

Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. This course requires access to computers, software programs, and the Internet. At some point during the semester you will have a problem with technology, but these problems will not normally be accepted as excuses for unfinished work. Protect yourself by doing the following: Save work often and make regular backups of files in a different location from the originals, plan ahead so that you will have time to use the on-campus computers and printers if necessary, and practice safe computing when surfing the web and checking email.

## 6 CELL PHONES AND OTHER ELECTRONICS

Cell phones and other handheld electronic devices (ipods, tablets, video game devices, etc.) must be turned off during class. If you will be using a laptop or a tablet computer in order to take notes or complete the readings, inform me that you will be doing so. If those devices become a distraction to you or others in the classroom, I reserve the right to ask you to turn them off and complete your work without the use of electronics.

**7. WRITING ASSIGNMENTS** will include several short projects, two longer projects, and one formal group report. **All assignments are due at the beginning of class (1:30) on the date due. Do not throw away any returned assignments until you receive your course grade in May.**

7.1 Assignments will be graded on a point system, which takes into account organization, content, presentation, ideas, and general professionalism. Proper format, grammar, and punctuation are essential in clear business communication; consequently, your grade on assignments will also include both format and writing mechanics components. Tutorials in grammar, punctuation, etc. are available from the writing center.

7.2 How to turn in final drafts of assignments: To receive credit, final draft packages should include at least TWO complete, marked-over-with-a-pen, typed drafts, plus rough drafts and outlines if assigned, all in a stapled package with the final draft on top. You should also send an e-mail file attachment of the final draft of all letter and report assignments (this requirement does not include textbook exercise homework). Incomplete packages will be considered late and returned for revision. Late projects will be discounted 10% per calendar day.

7.3 When "complete drafts" are due: "Complete Draft" (as opposed to "rough draft") means that the assignment is typed; has a beginning, middle, and end; and follows the format rules. Students who proceed as if their "complete" draft is the final draft, will then have extra time to make it better before grading.

7.4 Computer problems are not acceptable excuses for late or missing work; the dropped scores policy or discounted scores policy will apply (see below). Accidents happen, so be sure to print out all your drafts, back up your work, and have a computer contingency plan (i.e., an alternate computer or printer) in case your primary unit fails.

7.5 Late printing caution: Assignments are due at the beginning of class on the date due. Allow for long lines and jammed printers in the campus computer labs — do not wait until a few minutes before class to print. ***Coming to class late because of printer trouble will count against your absence total and your assignment will be considered late.***

**7.6 A better plan for printer trouble:** If you have printing problems or if you will be late or absent, you can e-mail a copy of the assignment before class begins and bring a paper copy to me by the next calendar day. As long as you don't use this method more than twice, you will get full credit for the assignment.

**7.7 How to get credit for an assignment even if you miss a class:** Send any assignments due that day with a classmate, OR e-mail the assignment by the beginning of class (1:30). You will get credit if you (1) e-mail the work on the date due (by class time) AND (2) bring or send a paper copy of the work by the NEXT calendar day after an absence. If you don't e-mail or if you e-mail but don't turn in a paper copy by the next calendar day, it will not be credited.

**8. HOMEWORK** Exercises from the text and otherwise will be assigned and all points will be given if the assignment is on time, is formatted correctly, and demonstrates that the reading has been done. **Do not throw away any returned homework until you receive your course grade in May.**

8.1 How to format: Type all homework (single space) and staple multiple pages. Double-side printing is okay. Use the following heading:

**Your Name / ID number**  
**WRI 365 / Dr. Andrew Hoag**  
**Date**  
**Assignment page & number** (H1 for Homework #1, etc.)

8.2 How to set up homework questions: You don't need to write out the homework questions, but when applicable, homework answers should be phrased in such a way that the question is incorporated. Sample question: 1. "Where is the best place in a letter to catch the reader's attention?" Answer: "The beginning of the letter is best for attention-catching."

8.3 Dropped homework scores: ***To allow for illness, absent-mindedness, computer problems, etc., your lowest homework score will be dropped.*** This policy applies to poor scores, incomplete homework, undone homework, late homework, homework-done-but-brought-to-class-late, homework-done-but-not-brought-to class, and homework-done-and-brought-to-class-but-not-turned-in. Please don't ask for additional drops or extensions.

8.4 A note on handwritten work: Handwritten homework will not be accepted except under extraordinary circumstances. (This policy is designed to eliminate the practice of doing homework in class on the day it is due.) But if for some emergency reason (broken typing finger, etc.) you absolutely must do a handwritten homework assignment, *be sure to show it to me at the very beginning of class to receive credit for it.* Handwritten homework not cleared in advance will be subject to the dropped scores policy (see 4.3 above).

**9. GROUP PROJECTS** will be assigned toward the end of the semester. While I appreciate good humor in individual projects, these capstone group projects must use subject matter, format, and presentation material that will be suitable for showing as an example to a potential employer for a professional position.

9.1 Group project grading: Writing grades for group projects will be for individual effort. Group members who do more work will get more points; group members who do less work will get fewer points. The group leader, in consultation with group members, will determine the percentage of effort by each group member.

**10. TESTS:** We will have four objective tests on the reading and lectures, with true/false, multiple choice, matching, and short answer questions.

10.1 Missed Tests: Missed tests (including those given during provost-excused absences) will follow the dropped test score policy and may not be made up.

10.2 Dropped Test Score: ***The lowest of the four test scores will be dropped.*** Students whose average is above 92% on the first three tests and otherwise have a strong A average may elect to skip the fourth exam. Otherwise, it's better grade strategy to take all four tests, if possible.

**11. CONFERENCES:** Conferences during office hours or by arrangement are welcome and encouraged.

11.1 Pre-grade coaching: I always offer constructive comments on the final draft of graded assignments, and I'll be happy to give advice on earlier drafts before I grade the final. Students should come to the conference with a draft and specific questions rather than coming with a draft and asking the professor to "just look it over." Note: Though conferences often raise assignment grades, a conference does not guarantee an A or B grade.

11.2 Scheduled conferences on the group project are required and all group members are expected to attend.

**12. EVALUATION** of assignments will add up to *approximately* 1000 points. Assignments and points may be added or subtracted from this estimate.

12.1 Percentage of total possible points will determine final letter grade.

12.2 SCALE:	92 – 100% <b>A</b>	87 – 89.9% <b>B+</b>	76 – 79.9% <b>C+</b>	65 – 67.9% <b>D+</b>
	90 – 91.9% <b>A-</b>	82 – 86.9 % <b>B</b>	70 – 75.9% <b>C</b>	60 – 64.9 % <b>D</b>
		80 – 81.9 % <b>B-</b>	68 – 69.9% <b>C-</b>	58 – 59.9 % <b>D-</b>

### **13. FINAL EXAMINATION POLICY**

**Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the Class Schedules site. No requests for early examinations or alternative days will be approved.**

**In the rare case that a student is scheduled for more than three (3) final examinations on the same day, the student is authorized to contact each professor in order to work out an alternate time for one of those examinations. Department chairs/school deans and college deans need not be involved in the process of making this accommodation.**

<b><u>FINAL EXAM DATE &amp; TIME</u></b>	<b><u>FINAL EXAM LOCATION</u></b>
<b>5/2 7:30 am</b>	<b><u>RLC 104</u></b>

**14. CLASSROOM DEPARTMENT:** There is no dress code for this course, and you certainly don't have to check your personality at the door, but please turn off your cell phone ringer and refrain from all of the following disruptive and/or distracting actions:

- Texting, email, Instagram, Facebook, reading outside materials, doing work from other classes, doing homework for this class, or any personal writing while this class is in session. The only allowable use of your pen is taking notes on lectures (okay to doodle in the margins); the only allowable use of your iPad, e-reader, or personal computer during class sessions is reading e-text pages under discussion. If you bought an e-copy of the book, show me during the first week.
- Holding private conversations during class discussions, while the professor is talking, or while someone is asking a question. Whispering is also distracting.

- Showing up late and/or without books or other materials.
- Doing anything else that is obviously disruptive to other students or distracting to the professor.

#### 14.1 Other Department Guidelines

- *Temporary departures:* If you have to leave class temporarily to take a call, use the restroom, etc., you don't need to ask permission. But do let me know before class begins if you'll need to leave early and won't be back.
- *Health issues:* If you have a chronic, acute, or temporary health issue that requires you to sit in a particular area or stand or lie down for part of class, wear sunglasses in class, take prescribed medicine, leave class often, etc., please let me know your situation in advance.

**ALL RULES, REGULATIONS, SUGGESTIONS, AND ADMONISHMENTS ASIDE:** I look forward to working with you and getting to know you. Your suggestions, compliments, and criticism of the course are welcome. Please drop by my office anytime you'd like to talk.

NOTES / QUESTIONS

**WRI 365 / SAMPLE LOG SHEET**

Lance Lomabiz  
Writing 365 / Dr. Hill

**PARTICIPATION LOG 1**

Classes Missed this month: Jan 19

Classes Late this month: Jan 24 and Feb 2

Homework Missed this month: H3

**Participation**

<u>Date</u>	<u>What I said in Class</u>	<u>Other participation (do not list routine group work )</u>
1/14	Asked two questions about the syllabus.	
1/19	Read my adjustment letter 1 <sup>st</sup> paragraph in class.	
1/21	Answered You Attitude question. Brought up use of hyperbole in advertising	Writer/Speaker for my group
1/23	Volunteered and made connections between bad news intros and sales intros.	
1/28	Volunteered to give examples of verisimilitude in a sales letter.	Brought in a piece of writing that contradicted advice in the text
2/5	Answered the "what was the motive" question + 2 questions on the overhead.	Conference with Professor ---came with specific questions on my rough draft of the Bad News letter
2/5	Volunteered and read my homework answer for pronouns.	

## COURSE CALENDAR

(Subject to adjustment; check your e-mail twice daily)

Week & Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class / Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
1. TUES 1/9 – FRI 1/12	<p><b>WED:</b></p> <p>1. Read the syllabus THOROUGHLY</p> <p><b>FRI:</b></p> <p>1. Read the example of bad writing on p. 190</p>	<p>Class intro. What is the aim of business communication?</p> <p>The “You” attitude: the crucial key to all assignments</p> <p>A good textbook, but not a perfect textbook.</p> <p>Learning to not write what you <i>think</i> is business writing.</p> <p>Using plain English: Good and bad examples (see p 190 for a bad). What do honesty and sincerity have to do with business? The Direct approach. Salutations and crucial format info.</p>	<p><b>WED:</b></p> <p>1. Syllabus quiz: Anything on the syllabus is fair game.</p>	<p>Check out the textbook study guide at <a href="http://college.cengage.com/english/kolin/successful_writing/9e/student_home.html">http://college.cengage.com/english/kolin/successful_writing/9e/student_home.html</a> and use it to help you study for tests and do well on assignments</p> <p>Intro &amp; handout for next Thursday’s “Memo from a New Manager” assignment</p>
2. MON 1/15 – FRI 1/19	<p><b>MON:</b> No class – MLK Day</p> <p><b>WED:</b> CH 1 and CH 2</p> <p><b>FRI:</b> CH 4 121-140 &amp; Appendix 693-711 (glance through, then note potential problem areas and make a study plan for review)</p>	<p>What is your writing purpose? More on the You attitude.</p> <p>Drafts/ Revisions. Writing as Process.</p> <p>Letter and memo formats and when to use them.</p> <p>Direct and Indirect Approach. Giving them the good news.</p> <p>Communications problems.</p> <p>Getting it right: word choice, phrases, style, readability.</p> <p>Avoiding wordiness (see handy list page 63).</p> <p>The secret of stuffing envelopes.</p> <p>E-mail format and presentation. Why not sexist language?</p>	<p><b>WED:</b></p> <p>H1 (Homework 1) Ch 1 Exercise 6, a-d. Bring in the document you are referring to.</p> <p><b>FRI:</b></p> <p>H2, CH 2 Exercise 13, a &amp; b. + Exercise 14 a, b, &amp; c:</p> <p><b>Don’t</b> revise the memos, but <b>do</b> read and make <i>brief</i> TYPED notes for discussion of how the memos can be improved.</p>	<p><b>FRI:</b> W1a: One-page Memo from a New Manager: typed complete draft (see section 7.3 for definition of “complete draft”).</p> <p>Do the CH 2 exercises and read CH 4 BEFORE you attempt the Memo from a New Manager assignment.</p>





Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
3. <b>MON</b> <b>1/22–</b> <b>FRI 1/26</b>	<b>MON:</b> CH 5 (All) <b>WED:</b> CH 6 195-197 + 207-218	Getting organized. Psychology in letter formatting. Even more on the You attitude. Cross-cultural communication. Can you overdo international awareness?  Claim letters: The book method + advanced format to use for our assignment. Complaint letter workshop.	<b>MON:</b> H3 CH 5 Exercise 3: a, e, g;  Exercise 4: a, b, d, f	<b>WED:</b> W1b: Memo from a new manager: final draft package. As with all “W” (Writing) assignments from now on, <u>e-mail a copy by class time.</u>  <b>Intro to the complaint or claim letter.</b>  <b>FRI:</b> W2a, Claim / Complaint Letter: Write a one-page complaint for a problem you or a friend/family member are currently experiencing with a business or organization (recommended). OR write one for a problem you’ve had in the past that you wish you would have written a complaint letter for. Pick a situation that has a solution and makes/made you mad. Bring a <i>complete</i> draft for workshop.
4. <b>MON</b> <b>1/29</b> <b>FRI</b> <b>2/2</b>	<b>MON:</b> CH 6 218-234 <b>WED:</b> Test review session/start test <b>FRI:</b> Test Day	Adjusting claims: What is the goal of the adjustment letter? Fine tuning adjustments.  Writing recommendations.  More on direct vs. indirect approach.	<b>MON:</b> H4 CH 5 exercise 5, A-G.  <b>FRI: (T1) Test on readings, lectures, and discussion so far.</b>	<b>MON:</b> W2b, Claim letter: final draft package. <u>In order to avoid losing 10 points on your score, BRING TWO COPIES of your final draft:</u> one with the complete package of drafts + <b>one additional clean copy of the one-page final draft.</b> Also be sure to e-mail a copy before class time  <b>WED:</b> W3a, One-page Adjustment letter: complete draft for workshop.
5. <b>MON</b> <b>2/7–FRI</b> <b>2/9</b>	<b>WED:</b> CH 6 198-206	<b>MON:</b> Test 1 Review Complaint Review <b>WED:</b> Buffers. Collections basics. How to give bad news with style. <b>FRI:</b> Bad news workshop.	<b>WED:</b> H5: CH 5 exercise 6, a-k	<b>WED</b> W3b, Adjustment letter, Final draft package. <b>Bring an extra paper copy of the final draft.</b> Responses by adjustees.  <b>FRI:</b> W4a, One-page Bad News letter, complete draft for workshop. Choose one task from Exercises in CH 6, # 9 or 10 p. 236.
6. <b>MON</b> <b>2/12–</b> <b>FRI 2/16</b>		<b>The sales letter:</b> Sales Resistance and Maslow’s hierarchy of needs. Persuasive messages. Indirectness In persuasion. More on persuasion, sales and <b>fundraising.</b>  Sales resistance survey.	<b>FRI:</b> L1, EXTRA CREDIT Participation log 1 due (only if you want to bother with extra credit and potentially raise your grade).	<b>MON:</b> W4b, Bad News letter, Final draft package.  <b>FRI:</b> W5a, One-page Persuasion letter, complete draft for workshop: Use a sales resistance survey; or choose one from p. 235, ex 4, d, e, f, or g; or make up your own with any product you’d like to sell OR write a NEW fundraising letter of your choice or from handout. <u>Fundraiser may be two pages.</u>

Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
7. <b>MON 2/19– THURS 2/23</b>	<b>MON:</b> CH 7 251- 272 <b>WED:</b> CH 7 273- 289 <b>FRI:</b> Résumé debate handout	<b>Résumés and cover letters.</b> What is the purpose of a résumé? Who is the best person for the job? Accentuating the positive. Perils of dishonesty. Format for writing beyond one page. Interviews and follow-up letters.	<b>WED:</b> H6 CH 7: exercises 2 & 3: a to l. + ex 2, L to x And ex 3: h to s.	<b>MON:</b> W5b, Sales/Fundraiser letter, Final draft package. <b>FRI:</b> Résumé rough draft.
8. <b>MON 2/26 – FRI 3/2</b>		More on résumés and cover letters. <b>Writing clear Instructions, Procedures, and Process Explanations.</b>	<b>FRI: T2 Test on lecture, discussion, and assigned readings since last test.</b>	<b>MON:</b> W6a Résumé, complete draft for workshop. W6b Cover letter, rough draft. Chose a job you really want or pick one from a current help wanted site.  <b>WED:</b> W6c, Cover Letter, complete draft for workshop.
<b>SPRING BREAK 3/6-3/10</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK (Work on résumé and cover letter.)</b>
9. <b>MON 3/12– FRI 3/16</b>	<b>MON:</b> CH 12: 526- 539  <b>WED:</b> CH 12: 539- 558	Technical Writing: How to Do the How-To. The You Attitude and technical writing.	<b>WED:</b> H7: Tech writing topic ideas. Procedures you know how to do that are involved enough to fit the scope of the assignment. Annotated list of at least 5.	<b>MON:</b> (W6d) Résumé and Cover Letter: final draft package.  <b>FRI:</b> W7a, Tech Writing project outline: One page précis on Instructions. Choose your own topic from H7 (get approval before proceeding) or pick one from Exercise 5, a-q or Exercise 7, a-l in the book.
10. <b>MON 3/19– THURS 3/23</b>	<b>MON:</b> CH 13 561-577 <b>WED:</b> Handout	Proposals. Planning. Strategy and structure.		<b>FRI:</b> W7b, 2-3 page Tech Writing project: Complete draft for workshop.

Week / Dates	Read by beginning of class	Topics & Activities	Homework by beginning of class/ Tests	Writing Assignments due by beginning of class / Info on upcoming assignments
11. <b>MON</b> 3/26 - <b>FRI</b> 3/30	MON: CH 13 578-592 WED: CH 14 (ALL) FRI: Easter – No Class	Using logic in your arguments. Avoiding logical fallacies.  Critical thinking and reports. Workshop. Group Reports. Putting together the Long Report. Good and bad examples. Organization.	MON: W7c, Tech Writing final draft package.  WED: (L2) EXTRA CREDIT Participation log 2 due.	WED: W8a, Rough draft/one-page outline of proposal or short report.  Choose from <b>approved</b> book topics, or pick your own if you are running a business or can otherwise benefit from picking a topic. If you pick your own, topic, clear it with me before you begin.
12. <b>MON</b> 4/2 – <b>FRI</b> 4/6	MON: No Class - Easter	Formal Group Report: format and guidelines. Research methods. Talking heads, covers, and executive summaries.	<b>WED:</b> (T3) Test on lecture, discussion, and assigned readings from last test. <b>FRI:</b> <u>GROUPS ASSIGNED FOR LONG REPORTS:</u> 8-12 page formal group report requiring research: Develop a topic from CH 15, Exercises 5, 6, & 7, or choose from the topics handout sheet OR propose another project within the scope of the assignment.	<b>WED:</b> W8b, Proposal or short report: Complete draft for workshop.  <b>FRI:</b> W8c, 2-page proposal or short report, final draft package.  FOR YOUR GROUP REPORT: Choose an alternate topic as well: no two groups can use the same topic.
13. <b>MON</b> 4/9– <b>FRI</b> 4/13	<b>MON:</b> CH 15 (ALL)	Transitions. How to make your report a page-turner. More on format. Using graphics.	<b>THIS WEEK: MEET WITH YOUR GROUP</b> at length outside of class.	<b>WED:</b> W9a, Group Report, topic and outline / précis + <b>Group list with individual tasks listed.</b>
14. <b>MON</b> 4/16– <b>FRI</b> 4/20	<b>MON:</b> CH 8: 297-348 <b>WED:</b> CH 8: 348-389	Avoiding plagiarism. Citing sources. Using PowerPoint effectively. How-to presentation and practice.	<b>FRI:</b> (T4) <b>Test on lecture, discussion and assigned readings from last test.</b>	Transitions. How to make your report a page-turner. More on format. Using graphics.
15. <b>MON</b> 4/23– <b>FRI</b> 4/27	<b>MON:</b> CH 10 437-448 + 472- 478 + browse rest of chapter for visual types you can use.	Presentations	(L3) EXTRA CREDIT <b>Participation log 3 due</b>	<b>FRI:</b> W9d, Group Report, Final Draft Package
<b>FINAL</b> <b>Tues</b> 5/2	7:30	The final exam will be a short business communication written in class + an objective assessment quiz.	Study notes and the short business communication types we have covered.	You will compose a short communication on a given topic that uses one of the forms we've studied.

**ASSIGNMENT LOG (Keep track of your points as your assignments are handed back)**

***Homework***

Assignment Code	Description	Points Possible	Points Earned
SQ	Syllabus Quiz	15	
H1		15	
H2		15	
H3		15	
H4		15	
H5		15	
H6		15	
H7		15	
	<b>TOTAL HOMEWORK</b>	100 (drop lowest 15-point score)	

***Writing Assignments***

W1	Routine/Good News: New Manager's Memo	25	
W2	Claim/Complaint Letter	25	
W3	Adjustment Letter	30	
W4	Bad News Letter	50	
W5	Persuasive or Sales Letter	50	
W6	Résumé and Cover Letter	70	
W7	Instructions	100	
W8	Short Report or Proposal	100	
W9	Group Report	200	
	<b>TOTAL WRITING ASSIGNMENTS</b>	650	

***Quiz & Tests***

T1		50	
T2		50	
T3		50	
T4		50	
FINAL	Final Exam	100	
	<b>TOTAL TESTS</b>	250 (drop low 50 pt. test)	

***EXTRA CREDIT Participation Logs and Attendance***

L1	Log 1 (include this grade sheet when you turn in your log)	5	+
L2	Log 2 (include this grade sheet when you turn in your log)	5	+
L3	Log 3 (include this grade sheet when you turn in your log)	5	+
A1	10 points Extra Credit for Perfect Attendance (1 late arrival okay). Subtract 50 points for each absence over 3 (4 absences = -50, 5 absences = -100, etc.	+10 to -100	+/-
	<b>TOTAL LOGS AND ATTENDANCE</b>	+/-	

<b>GRAND TOTAL</b>	Add all grade points & add or subtract attendance points. See p. 3 grade scale for percentages.	1000	Points	Percentage
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**Letter Grade:** \_\_\_\_\_