Course Objectives

Writing is more a "know-how" than a "know-that." The primary objective of the course is to develop our know-how. Though writing resists easy "how-to" prescriptions, asking and answering the following three questions can direct our actions in most writing situations:

1. What is the writer's purpose?
2. Who is the writer's audience?
3. What is the context of communication and what are the generic expectations for that context?

We will develop our writing know-how by asking these questions and applying our answers in our readings, class work, and assignments.

Required Texts


English 209 Course Package.

Course Work

The course assignments are modeled, as much as is practical, on situations of professional communication.

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Due Date</th>
<th>Grading</th>
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<tbody>
<tr>
<td>Spatial Description</td>
<td>Sept. 19 / 21</td>
<td>5%</td>
</tr>
<tr>
<td>Health Pamphlet</td>
<td>Oct. 3</td>
<td>5%</td>
</tr>
<tr>
<td>Teaching English Usage</td>
<td>October</td>
<td>20%</td>
</tr>
<tr>
<td>Expert Writing Practices</td>
<td>Oct. 24</td>
<td>5%</td>
</tr>
<tr>
<td>Genre Analysis</td>
<td>Oct. 31</td>
<td>15%</td>
</tr>
<tr>
<td>Revision Test</td>
<td>Nov. 7</td>
<td>5%</td>
</tr>
<tr>
<td>Public Advocacy</td>
<td>Nov. 21 / 23</td>
<td>5%</td>
</tr>
<tr>
<td>Research Report</td>
<td>Dec. 4-8 / 11</td>
<td>40%</td>
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</table>

Note that where two due dates are given, the first is the date of the peer review workshop. Failing to bring in your assignment draft for a peer review workshop or failing to participate in a workshop will result in a lower grade on that assignment (a reduction of a half grade).
The work you submit is expected to be your own work. Any idea or phraseology not your own should be honestly acknowledged as such and its source should be properly credited. Plagiarism is a serious academic offense. For further clarification, plagiarism is defined and its consequences are explained in the Undergraduate Calendar and in UW policies. Chapter 11 of our Handbook offers helpful guidelines for proper uses of sources. If you have any concerns about academic honesty in a course assignment, please speak with me before you submit the assignment.

All assignments and workshop drafts should be typed and double-spaced.

Late assignments will be penalized by a reduction of a half-grade per weekday late and a full grade per weekend late.

**Course Schedule**

Your schedule of responsibilities is given below. Unless stated otherwise, all readings are in our Course Packet. Note that there may be changes to this schedule; if so, these will be announced in class.

<table>
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<tr>
<th>For ...</th>
<th>You should ...</th>
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<tbody>
<tr>
<td>Sept. 14</td>
<td>Read &quot;Describing a Mechanism (Technical Description)&quot; by Lilita Rodman.</td>
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<tr>
<td>Sept. 19</td>
<td>Bring your &quot;Spatial Description&quot; draft to class for peer review. Notify instructor of any October class(es) for which you will not be available for teaching.</td>
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<tr>
<td>Sept. 21</td>
<td>Revise and hand in your &quot;Spatial Description&quot; assignment. Read &quot;Rhetorical Problem Solving&quot; by George E. Kennedy and Tracy T. Montgomery. Read &quot;Purpose and Audience,&quot; Chapter 2 of our Handbook. Bring your weekly schedule to class so that we may arrange a group meeting during the Sept. 25-29 week.</td>
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<tr>
<td>Sept. 26</td>
<td>Read &quot;Making Information Accessible to Readers&quot; by Janice C. Redish, Robbin M. Battison, and Edward S. Gold.</td>
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<tr>
<td>Sept. 28</td>
<td>Read the Health and Safety fact sheet &quot;Chlamydia Trachomatis--The Most Prevalent Venereal Disease&quot;; the <em>Toronto Star</em>’s &quot;Chlamydia spread by sexual activity&quot; by Dr. Diane Sacks and &quot;Limiting sex partners won’t deter chlamydia&quot;; and the <em>Globe and Mail</em>’s &quot;New urine test promises quick finding of chlamydia.&quot;</td>
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<tr>
<td>Oct. 3</td>
<td>Hand in your &quot;Health Pamphlet&quot; assignment. Read &quot;Different Disciplines,&quot; Chapter 7 of our Handbook.</td>
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<tr>
<td>Oct. 5</td>
<td>Meet with your group to discuss &quot;Teaching English Usage&quot; assignment.</td>
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Oct. 10 Read "Exploring, Planning, Drafting," Chapter 3 of our *Handbook*.


Oct. 19 Read "Revision Strategies of Student Writers and Experienced Adult Writers" by Nancy Sommers.

Read the first 3 pages of "Plain English: The Remaining Problems" by Joseph M. Williams.

Oct. 26 Read "Using Argument," Chapter 5a,b,c,d,f of our *Handbook*.

Oct. 31 Hand in your "Genre Analysis" assignment.
Read "Appealing to Logic," Chapter 5e of our *Handbook*.

Nov. 2 Read the Greenpeace ad on p.72 of our *Handbook*.

Nov. 7 Write Revision Test.

Nov. 9 Read "Persuasive Messages" by Richard Huseman et al.

Nov. 14

Nov. 16 Read *The New York Times Book Review*'s "How to Keep your Man" by Lucinda Franks.
Read "Understanding the Difference" in Phyllis Schlaflcy's *The Power of the Positive Woman*.

Nov. 21 Bring your "Public Advocacy" draft to class for peer review.

Nov. 23 Revise and hand in your "Public Advocacy" assignment.

Nov. 28 Read "Constructing Paragraphs," Chapter 6 of our *Handbook*.

Nov. 30

Dec. 4-8 Meet with instructor to review your "Research Report" draft.

Dec. 11 Hand in your "Research Report" assignment.
Spatial Description

Your audience for this writing project is a team of drafters. These drafters will be drafting a blueprint of the floor plan of your home. Drafting a blueprint requires information on the locations and measurements of room spaces, hallways, doorways, and closets. As well, each of these spaces must be labelled according to its function (e.g., washroom, kitchen, etc.). The drafters need all this information to be presented to them in an organized, clear, and efficient manner.

For this assignment, you will write a detailed description of the spatial layout of your apartment. If you live in residence, write a description of the overall floor plan of your floor of the building, but give details only of the public spaces (e.g., hallways, washroom) and of your room. If you live in a house, limit your description to one floor of the house.

You may not include a picture, diagram, or sketch with this assignment. One of the challenges of the assignment is to communicate spatial information to your audience by the written word alone. Your audience will translate your words back into spatial information. In a way, this is partly how all writing works. The maximum length of the description of your home is 500 words.

On Tuesday September 19, bring in one typed, double-spaced copy of your spatial description for our peer review workshop. Your final draft is due on Thursday September 21.

Health Pamphlet

Chlamydia has recently become recognized as one of the most serious sexually transmitted diseases (STD's). It is currently the object of much medical research. Among the public, however, chlamydia is not as well known as such STD's as AIDS and hepatitis.

To address the concerns of teenagers and adults who may come in contact with the disease, a pamphlet about chlamydia will be produced and made available to the public in doctor's offices and health centres. A document designer will create the layout for the pamphlet. Your task is to write the text.

Three newspaper articles in our course packet will provide you with background information about recent developments with chlamydia. The Health and Safety fact sheet "Chlamydia Trachomatis--The Most Prevalent Venereal Disease" will be your main source of information; no further specialized research is required. Although you will probably rely quite heavily on the information in the fact sheet, you should not rely too much on its organization or on its phraseology. The objective of this work is to (re)design a health pamphlet, not to copy one.

In our September 28 class, we will examine health pamphlets in order to discover their strategies for communicating medical information to a non-medical audience. A fuller understanding of your task in this assignment will develop from this class.

The pamphlet should be at least 500 words in length. Your final draft is due on Tuesday October 3.