ENGLISH 210F
BUSINESS WRITING
Fall 2001

Randi Patterson
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Mail Room: Hagey Hall 229 (Open 9 a.m. to 4 p.m., Monday to Friday)
Office Hours: by appointment or Tuesdays 1 p.m. to 2:30 p.m.

Lecture: C01 Tuesday 4:00 p.m. - 5:00 p.m.
Workshops: T01 Wednesday 8:30 a.m. - 10:30 a.m.
T02 Wednesday 4:30 p.m. - 6:30 p.m.
T03 Wednesday 8:30 a.m. - 10:30 a.m.
T04 Wednesday 4:30 p.m. - 6:30 p.m.
T05 Wednesday 10:30 a.m. - 12:30 p.m.
T06 Wednesday 3:30 p.m. - 5:30 p.m.
T07 Wednesday 4:30 p.m. - 6:30 p.m.

Course Description
Since the ability to communicate effectively is crucial in today’s business world, this course aims to engage participants in thinking, writing, and speaking about the specific nature of business communication. As a result, participants are required to write every week and thereby create an Exercise Folder and a Portfolio for future reference. Much of this writing will be done or initiated in the workshops. All three tests are given during scheduled lecture times.

Required Text
Toronto: Pearson Education.

Assessment
3 Term Tests 10% each 30%
Exercise Folder 10% each time it is handed in (handed in 3 times) 30%
Portfolio 10% the first time it is handed in, 15% the other 2 times 40%

*** No extensions are granted except under exceptional circumstances. See the Course Schedule for due dates.

Course Policies
Students are expected to read the required material specified on the Course Schedule before each week’s lecture. Students are required to do all assigned workshop exercises and portfolio assignments. Portfolio assignments must be submitted in final draft form; that is, word processed not hand written (except for the final Portfolio entry). Since this course provides the opportunity for practicing, performing, and getting feedback on business communication, regular attendance at both lectures and workshops is expected.

Please see over re Plagiarism.
Plagiarism
Your instructor will participate in regular marking conferences during which all instructors compare with each other the work submitted in their tutorials. In the past, duplicate and/or near-duplicate assignments submitted in different tutorials have been identified during these conferences. Please be aware that work submitted in the name of a single writer yet not wholly produced by that writer constitutes plagiarism. All students in the Faculty of Arts are expected to know what constitutes an academic offense, to take responsibility for their academic actions, and thereby to avoid committing an academic offense. Disciplinary actions for academic offenses such as plagiarism, cheating, and double submission (Policy #71: Student Academic Discipline) are described in the Undergraduate Calendar (p1:11). If you need clarification in avoiding such offenses, ask your instructor for guidance. Other resources regarding disciplinary policies are your academic advisor and the Associate Dean of Arts, Undergraduate Affairs.