ENGLISH 210F  
Genres of Business Communication  
Fall 2002, Randi Patterson

Consultation Times: after class, by appointment, or by email  
Email: rdpatter@watarts.uwaterloo.ca (for TA e-mail addresses, check on-line)

Lecture: 001 Tues. 4:00-5:20 AL 113 Randi Patterson (see above)  
Tut 101 Wed. 8:30-10:20 a.m. ML 212 Mary Pat Hinton  
Tut 102 Wed. 4:30-6:20 p.m. ML 311 Karin Ikavalko  
Tut 103 Wed. 8:30-10:20 a.m. HH 227 Becky Logel  
Tut 104 Wed. 4:30-6:20 p.m. ML 315 David Hoff  
Tut 105 Wed. 10:30 a.m.-12:20 p.m RCH 209 Randi Patterson  
Tut 106 Wed. 3:30-5:20 p.m ML 212 Valentyna Galadza

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 specific business genres (formats/situations). As a result, participants write every week and thereby create an Exercise Folder and a Portfolio for future reference. The Exercise Folder will be done or initiated in the workshops. The Portfolio will consist of hard copies of the edited assignments that make up the Major Project on Business Ethics. All three tests are on specific grammar or style issues as well as material from lectures and the two main texts. Students are required to communicate regularly on-line with each other and their tutorial leader (See following instructions).

Required Texts  
Toronto: Pearson Education.  

Assessment (see on-line schedule for due dates)  
3 Term Tests 10% each 30%  
Exercise Folder handed in 3 times during the term 15%  
Portfolio handed in 3 times during the term 15%, 20%, 20% 70%  
*** No extensions granted except under exceptional circumstances.***

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 for the Exercise Folder (hand written or word processed). Portfolio assignments must be submitted in final draft form; that is, word processed (not handwritten). Since this course provides the opportunity for practicing, performing, and getting regular feedback on business communication, regular attendance at both lectures and workshops is expected. See the 210F web site for the usual UW cautions against Academic Offences. OVER
Student S02 Course Information

[1] Logging Into Your Course:

Students will log into the course through the T5 system https://t5.uwaterloo.ca/ using their UWDIR userid and password. This is the same userid and password used on Quest and various other places on campus. If you do not know your UWDIR userid or password, a link is available from the front page of https://t5.uwaterloo.ca/ to find it.

Once you are logged in to the T5 System, select your course and click on the [View Course] button.

[2] Once Inside the Course

All courses have a set of Course Tools which are assessable through the [Course Tools] button on the left hand side menu bar. Use this link to access such features as Announcements, Assignments, Communication, & Discussion Groups, which vary from course to course. You will log into the Assignments, Communication, & Discussion Group course tools using your 8 character UW userid and student id number.

More detailed information about each course tool and your UW userid is provided through the [help] button on the left hand side menu bar in your course.