ENGLISH 210F
BUSINESS WRITING
Spring 2002

Randi Patterson, Hagey Hall 260
Office hours by appointment or Mondays, 9:30-10:15 a.m.
English Department Mail Room: Hagey Hall 229 (open 9 a.m. to 4 p.m. M-F)

Lecture: C01 Mon. 10:30-11:20 B1 271 Randi Patterson
Tut 101 Wed. 10:30-12:20 HH 227 Randi Patterson rdatter@watarts.uwaterloo.ca
Tut 102 Wed. 12:30-2:20 ML 315 Mike Truscello miketruc@enoreo.on.ca
Tut 103 Wed. 2:30-4:20 HH 336 Lara Varpio lara_varpio@yahoo.ca
Tut 104 Wed. 8:30-10:20 ML 315 Whitney Hoth Hoth210F@hotmail.com
Tut 105 Wed. 2:30-4:20 HH 345 Erin Foster ejfoster@artsmail.uwaterloo.ca

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 Fold 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 the main
text (Northey) and are given during scheduled lecture times. Students will be using on-
line aspects of 210F to communicate with each other and instructors/tut leaders.

Required Texts
Toronto: Pearson Education.
Career Development Manual. (3rd edition) UW. Free. Each student is entitled to
one free copy. Can be picked up at Career Services, Needles Hall 1115.

Assessment (see schedule for due dates)
3 Term Tests 10% each 30%
Exercise Folder handed in 3 times during the term Credit
Portfolio handed in 3 times during the term 20%, 25%, 25% 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, work 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 Plagiarism.
### 1. Short Documents  
**May 6-29**

| Week 1 | May 6 (M)  
Lecture: Intro and Grammar  
May 8 (W)  
Workshop: Northey, chapters 1-2, grammar review  
May 10 (F)  
Portfolio: Research Memo |
|--------|------------------|
| Week 2 | May 13 (M)  
Lecture: Guest: E. Adrian Memos and Cover Letters  
May 15 (W)  
Workshop: Northey, ch. 3-4, UW Career Dev. Manual, pp. 77-103  
May 17 (F)  
Portfolio: Group Annotated Bibliography (Resume and Cover Letter) |
| Week 3 | May 20 (M)  
Victoria Day—No Lecture  
May 22 (W)  
Workshop: Northey, ch. 5-6, grammar review  
May 24 (F)  
Portfolio: Research Questions |
| Week 4 | May 27 (M)  
Lecture: Test #1  
May 29 (W)  
Workshop: Test returned, Exercise Folder and Portfolio Due. |

### 2. Reports  
**June 3-25**

| Week 5 | June 3 (M)  
Lecture: Guest, re: Bus. Ethics  
June 5 (W)  
Workshop: Northey, ch. 7  
June 7 (F)  
Portfolio: Group Letter re: confidentiality problem |
|--------|------------------|
| Week 6 | June 10 (M)  
Lecture: Style  
June 12 (W)  
Workshop: Northey, ch. 8  
June 14 (F)  
Portfolio: Specific Research Questions |
| Week 7 | June 17 (M)  
Lecture: Guest, re: Bus. Reports  
June 19 (W)  
Workshop: Northey, ch. 9  
June 21 (F)  
Portfolio: Group Formal Report |
| Week 8 | June 24 (M)  
Lecture: Test #2  
June 26 (W)  
Workshop: Test returned, Ex. Folder and Portfolio Due. |

### 3. Proposals & Presentations  
**July 3-31**

| Week 9 | July 1 (M)  
Canada Day—No Lecture  
July 3 (W)  
Workshop: Northey, ch.10 and 11  
July 5 (F)  
Portfolio: Group Proposal for Presentation |
|--------|------------------|
| Week 10 | July 8 (M)  
Lecture: Guest, re: business presentations  
July 10 (W)  
Workshop: Presentations  
July 12 (F)  
Portfolio: Self-evaluation of Presentation |
| Week 11 | July 15 (M)  
Lecture: Style  
July 17 (W)  
Workshop: Presentations  
July 19 (F)  
Portfolio: Self-evaluation of Presentation |
| Week 12 | July 22 (M)  
Lecture: Contest Presentations  
July 24 (W)  
Workshop: Ex. Folder and Portfolio Due. |
| Week 13 | July 29 (M)  
Lecture: Test #3  
July 31 (W)  
Workshop: Test, Ex. Folder, and Portfolio returned. |
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.