ENGLISH 210F
GENRES OF BUSINESS COMMUNICATION  WINTER 2004

INSTRUCTOR
Rick Martin
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Office: HH 266, telephone ext. 6795
Office Hours: Wednesday 1:30 to 3:30 PM

ASSISTANTS
Tiffany Murray, tlmurray@hotmail.com
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COURSE TIMES
Lecture: 001 Mon 4:00 to 4:50 AL 105
Labs: T101 Wed 8:30 to 10:20 ML 216 Stacey
      T102 Wed 10:30 to 12:20 RCH 106 Martin
      T103 Wed 4:30 to 6:20 ML 311 Murray

DESCRIPTION
We will investigate both theoretical and practical aspects of business communication by examining the rhetorical characteristics of a variety of business contexts and genres of communication and by writing and revising a variety of documents.

OBJECTIVE
To help each student write more clearly, effectively, and confidently, so they can perform writing tasks on the job efficiently and can achieve personal and business goals for each piece of writing.

TEXTS

ASSIGNMENTS
One 15- to 20-minute group presentation on a point of grammar/punctuation
Seven short memos and letters (1 to 2 pages) – 60% of final grade
One longer report (4 to 6 pages) – 15% of final grade
Complete portfolio of all written assignments and revisions – 15% of final grade

MIDTERM TEST
Worth 10% of the final grade, the test evaluates grammar, punctuation, spelling, and revision skills. The midterm is similar to a diagnostic test (not counted toward the final grade) that students write in the first lab.

POLICIES
Students are required to attend every lab and are expected to have read all assigned material and to participate in lab assignments and exercises. Attendance and participation are included in the grading of the portfolio.
Written assignments are due at the beginning of the lab sessions; late assignments will receive a letter grade per day penalty and will not be accepted after 2 days.
All marked assignments must be re-written, on the basis of the instructor's comments and mark-up, for inclusion in the writing portfolio.