

Course: English 209/Writing For Business
Instructor: Karla Hayashi
Office: K-219
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E-Mail: karlah@hawaii.edu
Office Hours: MWF 11:00 – 11:50 a. m., TR 9:00 – 9:50 a. m., **and** by appointment.
(When possible, I will work around your schedule.)

COURSE DESCRIPTION:

This writing course is intended for students preparing for careers in the fields of business and other professions. It is intended to introduce them to writing situations common to professional fields. The writing assignments are intended to approximate what professionals in various fields are doing. It is not expository writing.

Students will be expected to discuss and understand the principles to be covered, develop their own topics (ideally, these should be unique to their majors), write drafts, critique drafts (for themselves and others), revise their writing, carefully proof and edit their writing, and complete and turn in on time assignments according to established deadlines.

The model for appropriate and acceptable behavior is the world of work. As such, students are expected to show up for class on time, work on activities and assignments during class, and hand in assignments by due dates.

Written assignments will include, but are not limited to, various descriptions, letters, memos, reports, job search activities, and a research project. Oral assignments include a mock interview and an oral presentation.

COURSE GOALS: By the end of the semester, English 209 students should be able to:

1. carry out the various stages of the writing process.
2. understand and carry out in writing the various writing strategies, tasks, and assignments discussed in class and in the text.
3. improve their ability to write, revise, and edit drafts.
4. meet deadlines.
5. practice and improve their skills in writing from sources and correctly documenting information.
6. prepare and carry out an oral presentation.

PRE-REQUISITE:

The pre-requisite for this course is having taken and successfully passed English 100T, 100, 100H, or ESL 100. **If you have not met this pre-requisite yet you must exit this course.**

COURSE REQUIREMENTS:

1. Students will work on developing and writing several assignments generated from discussion of text readings and any supplemental reading assignments.

Short writing assignments will range from memos, letters, selected reports, and job search activities.

2. The major writing assignment is a research project. Students will be responsible for developing their own topic, conducting the appropriate research (secondary and/or original), and writing a final version according to accepted standards of documentation (MLA, APA, etc.).

Related assignments (for turn in) will include a Proposal, Annotated Bibliography, Letter of Inquiry, Outline, First draft, and a Second draft.

Specific details will be discussed in the assignment sheet to be handed out in class.

3. Each writing assignment will be preceded by a peer review of a completed first draft. Instructor review of drafts will take place periodically.
4. There will be unannounced quizzes based on the readings assigned throughout the semester.

COURSE POLICIES:

1. All final versions of assignments must be typed.
2. All assignments must be turned in on time (just like at work) according to the class semester schedule. No late submissions.
3. Drafts are submitted for peer review in order to give you the opportunity to observe other writing styles, respond to writing from others, and hear responses to your writing. All this information should help you to improve and revise your papers prior to final submission.

You must have a completed draft ready on review days.

No draft means 0 points for the assignment.

The instructor will regularly review the responses obtained during peer review.

NOTE: Simply calling in sick on peer review day is not acceptable.

4. Your presence in class is required just as it would be at work. An absence is an absence; there is no such thing as an excused absence. My policy is as follows:

- Four absences = -20 points off final total points earned
- Five absences = - 30 points off final total points earned

If you miss a class, you are responsible for finding out what you missed. I also take note of tardies. Five (5) minutes after the hour is a tardy.

- Three tardies = 1 absence
- Four tardies = 2 absences

5. Failure to turn in any short assignment results in the lowering of the final course grade by one letter. Failure to turn in the research project will result in the lowering of the final grade by two letters.
6. Course grade is determined by the percentage of your final total points earned against the total possible points. Each assignment sheet will indicate the total possible points. Short assignments will range in point value from 10 to 50 points possible. The research project will be worth 100 points. See attached Grading Criteria Sheet for a general description of the different levels of writing.
7. Students will be writing on the classroom computers throughout the semester. All students must have their own floppy disks and print cards.
8. Students will receive regular e-mail messages throughout the semester. Everyone must provide instructor with a Hawaii.edu e-mail address at the start of the semester. Students must check for e-mail messages daily.
9. All work submitted, informal and formal, draft and finished version, must be your own. To ensure no questions about authorship arise, you are required to keep all notes, drafts, papers, etc. throughout the semester. All sources, print and non-print, must be brought in for review, if necessary, to prove authorship.
10. All students are expected to behave in accordance with the UHH Student Conduct Code. Students must also extend common courtesy to all members of the class including, but not limited to behaviors like, not talking out of turn, disrupting class and group discussions, etc.
11. All cell phones and/or pagers are to be turned off during class time.
12. If necessary I will add to the syllabus.

ADDITIONAL INFORMATION:

1. Accessibility Issue: “Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office at 933-0816 (V), 933-3334 (TTY), Campus Center Room 311, as early in the semester as possible.”
2. The last date to drop courses in CAS is _____. After that date, only a complete withdrawal from school is possible.
3. Students may add classes via touch-tone during the first week of class. During the second week of class, they will need the instructor’s signature on a change of registration form (available at student services). After that, they may not add classes.

COURSE TEXT and MATERIALS:

Text: Excellence in Business Communication, 5th ed., by John V. Thill and Courtland L. Bovee

Materials:

1. Folder – to hold all notes, drafts, evaluated assignments, etc.
2. Dictionary and Thesaurus – recommended
3. Floppy disk(s)