

Fall 8-15-2010

ENG 2760-002: Introduction to Professional Writing

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Gay, Roxane, "ENG 2760-002: Introduction to Professional Writing" (2010). *Fall 2010*. 79.
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Welcome to ENG 2760, Introduction to Professional Writing

1-1:50 pm MWF, Coleman 3130

Office: 3331 Coleman Hall

E-mail: rgray at eiu dot edu

Office Hours: M, W: 2:30-4; T:11-12

Textbooks: What We'll Be Reading:

- *Strategies for Business And Technical Writing*, Harty
- *Rhetorical Grammar*, Kolln and Gray
- Other readings as assigned.

The Meaning of Life or What This Course is About:

English 2760 introduces the principles and practices of communication (written, oral, and visual) in professional settings.

The full syllabus: <http://www.creatingtexts.org/courses>

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Course Policies**Student Learning Objectives**

- Refine writing and editing skills learned in previous writing courses
- Recognize the responsibility of technical and professional writers to communicate clearly and concisely to satisfy an audience's need for information
- Understand the value of professional and technical writing for readers in the world of work
- Demonstrate college- and professional-level writing produced through the process of prewriting, drafting, revising, editing, and proofreading
- Write purposeful adequately developed paragraphs and sentences that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed and for the audience to whom it is directed
- Develop research skills, including effective use of source materials and the principles of documentation

Expected Performance Outcomes

- Analyze the need for a document in terms of a rhetorical situation to be addressed, the context of the writing project, the purpose of the document, and the audience's needs
- Select an appropriate document format and writing style for a given writing situation
- Select and design simple graphics and integrate them logically into written text
- Revise and edit for clarity and correctness, and produce professional-looking final documents
- Distinguish between objective and subjective language
- Conduct library, electronic, and field research effectively
- Document sources appropriately within reports
- Work effectively and ethically in a group writing project and group presentation

The Structure of This Course

This class functions as a small consulting firm. Throughout the semester we will complete projects for specific clients. Non-project related assignments should be submitted in the form of a memo.

Projects will include:

- A research-based white paper
- A brochure for heart surgery patients
- A recommendation report
- A series of memos
- A proposal

- An information guide for AARP

How to Get an “A” in This Class

- Read and critically engage with assigned material prior to class and come prepared to contribute to class discussions;
- Submit all homework in typewritten form;
- Complete individual and group assignments, do your best work, and submit homework on time;
- Participate in class discussions, engaging in enthusiastic, respectful communication;
- Provide constructive feedback to your classmates during peer workshops.
- If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services (581-6583) as soon as possible.

Attendance Policy

Attendance in a course like this is very important and will be rewarded through the participation portion of the grade. Excused absences will not be penalized. You are responsible for acquiring the information missed as a result of an absence. Assignments must be submitted when due even if the you will be absent from class on the due date. No late assignments will be accepted. Students who miss more than three classes will have their semester's grade lowered by a full letter grade. Attending class unprepared is considered an absence.

Using the Writing Center

I encourage you to use the EIU Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help you with brainstorming, organizing, developing support, and documenting your papers.

The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress. The center is not a proofreading or editing or remedial service, however. It is a place where you can learn how to become a more thoughtful, independent, and rhetorically effective writer.

To schedule an appointment, you can drop by the center (3110 Coleman Hall) or you can call 581-5929. The writing center is open Monday through Thursday, 9 a.m. to 3 p.m., and 6 p.m. to 9 p.m. On Friday hours of operation are 9 a.m. to 1 p.m. Sessions last anywhere from 10 minutes to 45 minutes.

No One Likes a Cheater: Plagiarism Policy

Here is the official statement on plagiarism by EIU's English Department: “Any teacher who discovers an act of plagiarism—“The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's own original work” (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.”

No responses yet

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Grading Policies

You must complete all assignments to receive a passing grade in this course. It is possible to receive a total of 1,000 points throughout the semester.

Homework Assignments 25%
Major Projects 40%
Team Project 20%
Participation 15%

Grading Scale:

A=Outstanding Work; B=Good Work; C=Average Work; D=Deficient in form or structure or content; F=Seriously deficient in form or structure or content; sad face.

100-99% = A+
98-92 = A7
91-90 = A-
89-88 = B+
87-82 = B
81-80 = B-
79-78 = C+
77-72 = C
71-70 = C-
69-68 = D+
67-62 = D
61-60 = D-

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