SYLLABUS
English 209WI
Business and Managerial Writing

Instructor: Patricia Adams
Office: TLC - C07     Phone: (808) 984-3445 (24-hour voice mail)
Office Hours: Mon. & Wed.        3:15-4:15 p.m. or by appointment
E-mail: <adamspat@hawaii.edu>

*The Writer's Reference* by Diana Hacker (or another English handbook)
You will also need a three-hole notebook or a folder for your writings and my handouts.

COURSE CONTENT AND GOALS:
You will be writing, rewriting, and editing letters, memos, reports, and other business documents. Your ultimate goal is to produce clear, organized, readable correspondence written in a positive tone for a specific purpose and audience. All work will be typed on a computer. You will also be working together in groups discussing, analyzing, and suggesting solutions for business communication problems.

ATTENDANCE:
Since you will be working collaboratively, attendance and participation are very important and will be a substantial part of your grade for the class. If you are absent, you will need to get missed assignments from a classmate so that you will be able to turn your work in on time. Getting your papers to me and getting feedback on them in a timely manner is extremely important in this class because more advanced skills are built upon the foundation of earlier skills. Thus, late papers will be graded down.

IMPORTANT:
Please edit carefully all of the documents that you produce in this class and save two copies. One set of your papers, encased in a plastic cover, will be your portfolio to keep. The other set (without a cover) will be turned in to me for a final grade at the end of the semester.

Please feel free to ask me questions or to get help from me. I am available for one-on-one consultation in person or by telephone or e-mail. I enjoy reading your assignments and doing anything that I can to assist you as you become independent writers and editors.

EVALUATION AND GRADING:
You will have the opportunity to revise and edit most of your work before a grade is assigned. Business writing needs to be free of errors.
Grading is on the point system:

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<tr>
<th>Assignment Type</th>
<th>Points</th>
<th>Grade Range</th>
<th>Grade</th>
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<tr>
<td>Assignments</td>
<td>70</td>
<td>90 - 100</td>
<td>A</td>
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<td>Attendance &amp; participation</td>
<td>10</td>
<td>80 - 89</td>
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<tr>
<td>Midterm and Final</td>
<td>20</td>
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Assignment Schedule
English 209W  Section 4027  Spring 2002
Meets MW 4:30-5:45 p.m. in Kapa`a 203

Week 1:  Mon. Jan. 14  Introductions; class learning objectives; questions
         Wed. Jan. 16  Get acquainted with book; small group work
         HW: read chapter 1, pp. 2-24; be ready to discuss pp. 19-23

Week 2:  Mon. Jan. 21  Holiday – Martin Luther King, Jr. Day
         Wed. Jan. 23  Group and class discussions of pp. 19-23
         HW: Read chapter 2, pp. 25-47

Week 3:  Mon. Jan. 28  Group and class discussion of chapter 2
         HW: Read chapter 3, pp. 48-70
         Wed. Jan. 30  Group and class discussions of chap. 3; writing Assignments
         HW: Read chapter 4, pp. 72-98

Week 4:  Mon. Feb. 4  Group and class discussion of chapter 4
         Wed. Feb. 6  Writing assignments; introduce chapter 14
         HW: Read chapter 5, pp. 99-132 and assigned sections of chapter 14

Week 5:  Mon. Feb. 11  Group and class discussion of chapters 5 and 14
         Wed. Feb. 13  Writing assignments
         HW: Read chapter 6, pp. 133-158

Week 6:  Mon. Feb. 18  Holiday – Presidents Day
         Wed. Feb. 20  Discussion; chapters 6 and 14 writing assignments
         HW: Read chapter 7, pp. 160-196

Week 7:  Mon. Feb. 25  Group and class discussion of chapter 7
         Wed. Feb. 27  Writing projects; mid-term assignment
         HW: Read chapter 8, pp. 197-229

Week 8:  Mon. Mar. 4  Group and class discussion of chapter 8
         Wed. Mar. 6  Writing projects; mid-term due
         HW: Read chapter 9, pp. 230-268
Week 9:   Mon. Mar. 11  Group and class discussion of chapter 9  
          Wed. Mar. 13  Writing projects  
                          HW: Read chapter 10, pp. 270-314

Week 10:  Mon. Mar. 18  Group and class discussion of chapter 10  
           Wed. Mar. 20  Writing projects  
                          HW: Read chapter 11, pp. 315-357

Week 11:  Spring break -- Mar. 25 - March 30

Week 12:  Mon. April 1  Group and class discussion of chapter 11  
           Wed. April 3  Writing projects  
                          HW: Read chapter 12, pp. 358-402

Week 13:  Mon. April 8  Group and class discussion of chapter 12  
           Wed. April 10  Writing assignments  
                          HW: Read chapter 13

Week 14:  Mon. April 15  Discuss chapter 13; work on reports  
           Wed. April 17  Writing assignments; work on reports

Week 15:  Mon. April 22  Reports due; begin oral presentations  
           Wed. April 24  Oral presentations of reports

Week 16:  Mon. April 29  Oral presentations of reports  
           Wed. May 1  Portfolios due

Week 17:  Mon. May 6  Teacher, class, and WI evaluations  
           Wed. May 8  Last day of instruction; discussions

Final:     Mon., May 13  6 – 8 p.m.

Note: Some dates may change according to class needs. If so, I will let you know ahead of time in class.