

NAVARRO COLLEGE
English 2311
Technical & Business Writing
Winter Mini-Mester 2006

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General:

A study of the fundamental principles, techniques, and skills for scientific, technical, and/or business writing. Emphasis will be on the student's studying and preparing of various types of oral and written reports, including abstracts, operations manuals, proposals, recommendation reports, feasibility studies, resumes, and correspondence.

General Education Outcomes

1. The students will produce writing that demonstrates critical thinking as evidenced by its organization and development.
2. The students will analyze and interpret materials from a variety of readings.
3. The students will research, synthesize, and document pertinent material into a formal research paper using MLA style.

Student Learning Outcomes:

1. Students will demonstrate correct grammar, punctuation, sentence structure, and word usage through the writing of article abstracts.
2. Students will use sources, synthesize, and document pertinent material into a formal research paper using MLA style.
3. Students will develop writing tasks that are typically done in business settings.
4. Students will develop the ability to prepare and give oral or written presentations.
5. Students will analyze and interpret materials from a variety of readings.

Instructional Materials:

Thill, John V, and Courtland L. Bovée. Activebook: Business Communication 2nd edition. Upper Saddle, NJ, Pearson Prentice Hall, 2005.

Grade Standards:

1. Six **(6)** to ten **(10)** reports and exercises
2. A **1000 to 1500** word formal report on a technical or professional topic.
3. Final Exam

Evaluation:

Failure to turn in any assignment on the due date will result in that work's grade being recorded as a "0" in my evaluation report of your work skills or my grade book.

Six to ten reports/exercises	80%
Final Exam	20%

Absence from Class for School Sanctioned Activities:

Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to be present and on time for all class meetings and will be held accountable for all material presented in class. Students who are absent from class due to participation in an **officially sanctioned school activity** must present notice of the event to the instructor (at least two weeks prior is desirable) and request that they are allowed to make up assignments. The request to fulfill assigned **major** work will be honored, and these students will not be penalized for missed daily work. Students need to attend college for educational purposes and need to know that participation in activities outside the classroom is recognized as a lower priority.

If a student is absent from class the equivalence of two weeks, the student may be dropped from the course by the instructor or may receive an F in the course.

If at any time the student decides not to complete the course, the student **should confer** with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, **he/she should officially drop. Otherwise**, the student may receive an F in the course at the end of the semester.

EEOC Statement:

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P.L 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students; with respect to the availability of student loans, grants, scholarships, and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran's status.

Behavioral Expectations in an Academic Setting:

Students at institutions of higher learning are expected to exhibit high ethical behavior. The current Navarro College Student Handbook speaks to this issue.

Services for Students:

A. Tutorials - Navarro College provides free tutorial services in the tutoring Center for any student who may encounter problems with this or any other course. If you are having difficulty with this course, please contact your instructor and/or Mrs. Alene Huffman in the Tutoring Center at 903-875-7455 and take advantage of the tutorial services and for disability accommodations.

B. Special Populations Students - Navarro College provides, through the Carl Perkins Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in non-traditional occupations, and limited English-speaking students. Students falling in one or more of these categories should

contact the Carl Perkins Career Center for details concerning these services. Please note that the Center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

C. Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students with disabilities who have majors in business or technology should contact Ms. Mary Dickerson for instructions on applying for special accommodations. Those with academic transfer majors should contact Ms. Alene Huffman.

Electronic Devices in the Classroom:

Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The class-room is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise, such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and should not be accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student the "first time" who fails to comply with this policy. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the instructor's request, the student will be dismissed from class and at the instructor's discretion, may be counted absent or have points deducted for work missed. A student who violates this policy a second time will be dismissed from class, counted absent and/or have points deducted for work missed. The instructor will then convey to the student that any further offense will cause the student to be dropped from the class for disruptive behavior in the class where the violation occurred.

A student who has an electronic device activated during an examination period will not be permitted to continue the examination. He/she will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

"If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds."

The Course Outline

Week 1: December 13 - 16

Read the Online Orientation to the course.

In *Activebook: Business Communications*, read Chapters 1 – 5 (the chapters covered on the final exam)

Complete the [Diagnostic Exercise](#) (see the Course website)

Note: You may submit your work any time during the assigned week. All work is due by midnight Saturday of the assigned week. If you need more time, send me a note in advance. Otherwise, late work will be penalized a letter grade. ***I will not accept all work submitted during the last week only!***

Week 2: December 17 - 23

Chapter 6: Completing Business Messages

Sentence Exercises

(See exercises on the course website)

[Punctuation](#)

[Low Information Content](#) (LIC) Expressions

Due Date: Week 2

Chapter 7: Writing Routine Good-News, and Goodwill Messages

Complete two of the following three exercises in your text:

Exercise 2 (page 203)

Exercise 4 (page 204)

Exercise 13 (page 208)

Due Date: Week 2

Week 3: December 24 - 30

Chapter 8: Writing Bad-News Messages

Complete two of the following three exercises in your text:

Exercise 5 (page 240)

Exercise 6 (page 240)

Exercise 8 (page 242)

Chapter 9: Writing Persuasive Messages

Complete two of the following three exercises in your text:

Exercise 4 (page 278)

Exercise 7 (page 280)

Exercise 11 (page 282)

Due Date: Week 3

Week 4: December 31 – January 6

Chapter 11: Writing Business Reports and Proposals

Complete two of the following three exercises in your text:

Exercise 1 (page 374)

Exercise 7 (page 375)

Exercise 9 (page 375)

Chapter 12: Completing Formal Reports and Proposals

Complete one of the following two exercises in your text:

Exercise 2 (page 418)

Exercise 8 (page 422)

Chapter 14: Writing Resumes and Application Letters

Compose a *chronological resume* (see page 461) or a *functional resume* (see page 462). Then, revise it as an *electronic resume* (see page 471). After you have completed your two resumes, then compose a cover letter for an “unsolicited” application (see page 474) to accompany the chronological or functional resume.

Week 5: January 7 - 8

Final Exam

See the instructions for the final exam posted at

<http://www.distancelearningassociates.com> **These instructions are posted at this website now.**

Due Date: Week 5 no later than January 8th, 2007