

CLASS NUMBER AND NAME:	EN310A—WRITING SKILLS FOR THE OFFICE PROFESSIONAL I
TOTAL HOURS/UNITS:	25 HOURS—2.5 UNITS
PREREQUISITES:	EN300B—Business Correspondence II
TEXT AND MATERIALS:	<i>The College Writer: A Guide to Thinking, Writing, and Researching;</i> Houghton Mifflin Company
CLASS DESCRIPTION:	Through class assignments students practice defining the audience, clarifying the purpose, and determining the appropriate document style and format necessary to improve the written clarity and organization of their writing. Editing and proofreading skills are emphasized.
CLASS OBJECTIVES:	The objective of the class is to design and develop documentation from start to finish in a clear and concise manner.
CLASS FORMAT OVERVIEW:	Weekly reading and writing projects will be assigned.
CLASS ATTENDANCE:	Students will follow the class schedule every day.
REQUIREMENTS:	Students are required to complete all assignments on schedule and maintain the attendance and email requirements to successfully complete the class.
GRADING POLICIES:	<p>The work submitted to the instructor will be evaluated according to the specified requirements of the assigned work and accuracy of the production. Each assignment must be carefully proofread by the student for typographical, spelling errors, errors in alignment, margins, and format before submitting the work.</p> <p>Each project in its entirety is worth 100 points. The grading scale is as follows:</p> <p>90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D Below 60 = F</p>

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will be able to:

1. Use critical thinking skills to plan, draft, revise, edit and proofread documents before submitting them for grading.
2. Utilize a writing process to organize documents.
3. Write a document using the personal narrative, personal reflection, or personal description.
4. Be familiar with the importance of cause and effect when writing and organizing assignments.
5. Write with clarity utilizing excellent proofreading skills to obtain error-free documents.
6. Improve writing style while focusing on conveying meaning to a specific audience.

EN310A ASSIGNMENTS AND SCHEDULE

The schedule is provided for you so that you know the direction to head in your writing. Please refer to this schedule throughout the module and stay current with your assignments.

Important Guidelines

- All assignments must be word processed and double-spaced.
- All assignments are due as stated on the weekly schedule. Late assignments will receive a 10% penalty for each day they are late.
- On writing days it's the student's responsibility to check in with the instructor before the beginning of each class hour via email.
- For the instructor to review the writing assignments before they are due, send the document attached to an email at least two days before the due date.
- Attendance is required on due dates as listed on the schedule.
- If a student is behind two assignments or fails to check in or attend five classes, he or she must repeat the class.
- Plagiarized or paraphrased work without documentation will not be accepted and will be grounds for failing the class.

EN310A — Weekly Schedule

Week 1		
M	Class Introduction—Read pages 1-22 (Chapter 1—Critical Thinking) in the text	Attend
T	Writing Assignment 1—Letter to the Editor	Email
W	Writing Day—Read pages 25-48 (Chapters 2 and 3—Getting Started and Planning)	Email
T	Writing Assignment 2—Number 3 on page 48	Email
F	Writing Day—You will have three assignments to turn in on Monday Writing Assignment 3— Number 2 on page 22	Email
Week 2		
M	Turn in Writing Assignments 1, 2, and 3 Read pages 49-58 (Chapter 4—Drafting)	Attend
T	Writing Assignment 4—Number 3 on page 58	Email
W	Writing Day—Read pages 59-76 (Chapter 5—Revising)	Email
T	Read pages 77-92 (Chapters 6 and 7—Editing and Proofreading and Submitting) Writing Assignment 5—Write an article using the plan you prepared for Tuesday’s assignment.	Email
F	Writing Day—Writing Assignments 3 and 4 are due on Monday	Email
Week 3		
M	Turn in Assignments 4 and 5 Read pages 95-130 (Chapter 8—One Writer's Process) Writing Assignment 6—Complete assignment on page 129 under <i>Journal Reflections</i>	Attend
T	Read 135-180 (Chapters 9, 10, 11—Personal Narrative, Personal Reflection, Personal Description) Writing Assignment 7—Write a Personal Narrative	Email
W	Writing Day	Email
T	Writing Day	Email
F	Writing Day—Assignments 6 and 7 are due on Monday	Email
Week 4		
M	Assignments 6 and 7 due Assignment 8—Choose a Personal Reflection or a Personal Description to write.	Attend
T	Writing Day	Email
W	Writing Day	Email
T	Read pages 183-194 (Chapter 12—Cause and Effect) Assignment 9—Cause and Effect Essay due next Wednesday	Email
F	Writing Day—Assignment 7 is due on Monday	Email
Week 5		
M	Assignment 8 due—Personal Reflection or Personal Description Work on Cause and Effect essay	Attend
T	Writing Day	Email
W	Assignment 9 due—Cause and Effect Essay	Attend
T	Finalizing grades	
F	Finalizing grades	

Evening Schedule

EN310A — Writing Skills for the Office Professional

Evening Six-Week Schedule	Evening Three-Week Schedule	
Week 1	Week 1	Assignment 1-3
Week 2		Assignments 4-5
Week 3	Week 2	Assignment 6
Week 4		Assignment 7
Week 5	Week 3	Assignment 8
Week 6		Assignment 9