Business Writing 205
Winter I Term
BUS 205 3 credits

Instructor: Gina Larson, ABD, MA, Transition Specialist
Phone: 416-8714
E-mail: gina.larson@doane.edu

Course Description:
An examination of effective written communication in organizational contexts through realistic applications relevant to the current business environment. Upon successful completion of the course, students will be able to: 1) use technically correct, clear English in the preparation of business documents, including letter, memoranda, and reports; 2) analyze and synthesize information to write a focused, effectively organized report for a designated audience; and 3) document research sources appropriately.

Text:
Kolin, Philip C. Successful Writing at Work. 10th ed., MA: D.C. Health & CO.
ISBN: 9781111834791

Course Objectives:
1) Student’s will be able to identify the contexts, forms and conventions of writing in the workplace which will include, but are not limited to, writing memos, letters, reports, proposals, instructions, promotional materials, and media releases;
2) Student’s will be able to identify business audiences;
3) Student’s will be given the opportunity to develop a resume and cover letter.
4) Students will become familiar with the uses of technologies in writing and researching for business

Course Format:
This course will be based upon the ability to apply skills to the world of work. Hands-on writing activities will take place, with individual and group writing projects taking place in-class and outside of class. A final project will provide evidence of knowledge and gained writing skills.

Assignments:
Opportunities for writing and editing activities independently and collaboratively will take place during class sessions.
A list of assignments will be distributed the first night of class.

Grades:
Grading for this course will be structured from the Project Point Plan. This course is designed for hands-on learning and participation in class and group activities. Timeliness of deadlines and attention to detail will play a role in grading also.

100-95% of points = A to A+
94-90% of points = A-
89-87% of points = B+
86-83% of points = B
82-80% of points = B-
79-77% of points = C+
76-73% of points = C
72-70% of points = C-
Any grade below a C- will require meeting with instructor.

**Project Point Plan**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class activities</td>
<td>70 points (10 points each week)</td>
</tr>
<tr>
<td>Editing activity</td>
<td>50 points</td>
</tr>
<tr>
<td>Business letter packet</td>
<td>70 points</td>
</tr>
<tr>
<td>Group project</td>
<td>75 points</td>
</tr>
<tr>
<td>Independent project</td>
<td>75 points</td>
</tr>
</tbody>
</table>

**TOTAL** 340 points

**Academic Integrity Policy:**
All individual student work will represent the student’s own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.