Business Writing 205  
Autumn Term 2015  
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:
Lexington, MA: D.C. Health & CO.

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
In-class activities 70 points (10 points each week)
Editing activity 50 points
Business letter packet 70 points
Group project 75 points
TOTAL 265 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.