

Professional Writing: Course Guidelines/Syllabus

PRINT THIS DOCUMENT FOR YOUR RECORDS.

There is a great deal of important information here, so read it all very carefully. The material here is (like an on-site course syllabus) subject to change upon notification by your instructor. In the event that something changes, your instructor will post a note to the "Announcements" thread on the "Discussions" message board. It is your responsibility to stay current with Discussion Board announcements.

Required Texts

There is one required textbook for this class in: *Essentials of Business Communication* by Mary Ellen Guffey. Thomson Publishers, 8th edition.

You can purchase this book at the WVU Bookstore, either in person, by phone at 304-293-7461, or via the Internet at <http://wvu.bkstore.com>. Look at the "Weekly Assignment" for any given week to see what you will need to read from the book and what, if anything, you need to read from materials on the website.

Occasionally, additional reading material will be provided via our eCampus "Supplementary Readings" folder or the Discussion Board.

Course Goals

Professional Writing is designed to help you become more familiar and comfortable with the conventions of business and professional written communication. To these ends, over the course of the term you should strive to:

1. Become more aware of the value and role of writing in professional situations
2. Understand the basic rhetorical patterns of professional communication
3. Practice applying these patterns of professional communication
4. Develop your ability to target communications for a specific reader/audience
5. Apply the principles of visual rhetoric to successful workplace writing

Interacting With Your Professor

Email: You should use WVU eCampus email to contact me unless the WVU eCampus server should crash or become otherwise unavailable to you during the term. To use WVU eCampus email, simply click on the "Mail" icon on the course homepage, locate the intended addressee from the "Select Recipients" tab, and compose and send your message as you would with any other e-mail service. Consider posting questions about course content to the Discussion Board so that others may respond and benefit from the discussion.

Office Hours: My regular office hours for this class are posted in the "Announcements" topic on the WVU eCampus Discussion Board. You may also make an appointment with me via email to speak on the phone, meet in my office, or chat in the WVU eCampus course chat room. Please contact me via WVU eCampus email to schedule such an appointment.

The email conferencing and available office hours mean that this course is based on tutorial-style learning in which you can contact me anytime for help. It is very important that you take a personal, vigorous initiative for your own learning in this course. I will act as your mentor, not as a lecturer or a day-to-day monitor of your learning. This style of learning represents an enormous change from the "in school" instruction you may be used to. All the materials are here--but you have to have the self-direction to keep track of the calendar, to keep up a pace of continuous learning, to contact me, and to keep a record of what you've done.

Course Policies

Attendance: This online course has an attendance requirement. You are expected to "attend" (or visit and interact with) this course site at least **four days a week**. You may pick the times and

days, but you must stay current with the course site. The WVU eCampus technology makes it possible for me to track where and how often you visit portions of this course site. Even during the weeks when no discussion topics are assigned in the course schedule, I will occasionally post ideas, resources and questions concerning your current writing assignments. We all have experiences and ideas to contribute, so you are encouraged to do the same.

Participation/Reflection: Your participation grade will be calculated based on how often you visit the course site, whether or not you complete the reflective writing assignments and informal exercises, how frequently you respond to my and your classmates' postings to the Discussion Board (especially for non-graded postings), how consistently and effectively you engage with the demands of the course, and the overall quality and thoughtfulness of all aspects of your interaction with the course, your instructor, and your classmates.

Deadlines: This course has two weekly deadlines: every Thursday and Sunday at 10 p.m. Failure to meet a deadline will result in a zero for work due.

Late Work: **This is a very fast-paced course and late work will not be accepted. There will be no "Incompletes" given for this online writing class.** It is especially important in an online class that you look ahead and make sure that you keep yourself current with upcoming projects and weekly assignments. I will not remind you of work that is due; that is your responsibility. If you have a technical or mechanical breakdown that will prevent you from completing your work, contact me immediately. Otherwise, if I don't hear from you by the time your work is due, I will not accept it. For quick reference you should print the "Weekly Assignments" for your records.

Special Needs: If you have a learning need or condition that might affect your participation in the course, please speak with me privately at the start of the term so that we can discuss potential accommodations.

Academic Honesty: I expect that all of the work you will do for this class will be completed on your own and will be done specifically to meet the requirements for this course. You may not consult with other students or share answers to any graded exercise. You should also refer to the West Virginia University Guidelines for Academic Dishonesty (available in the [WVU Undergraduate Handbook](#)) and be familiar with what constitutes academic dishonesty for the University, and therefore, for this course. Academic dishonesty regulations will be enforced fully according to the University's policies and procedures.

Required Work

This web-based professional writing course will be very fast-paced. The writing components for Professional Writing are divided into four main categories: Writing Exercises, Quizzes, Participation/Reflection, and an Electronic Writing Portfolio.

Your final grade will be based on the following percentages:

Six Writing Exercises: 30% (5% each)
Quizzes: 25% (5% each)
Participation/Reflection: 10%
Electronic Writing Portfolio: 35%

Overview of Required Work

Writing Exercises: There are six graded Writing Exercises. Each counts for 5% of your course grade, totaling 30% of your final course grade. You should print and keep hard (paper) copies of these exercises. Criteria for the Writing Exercises will be specified within the "Weekly Assignment" in the Course Guidelines/Syllabus for the week that it is due. Points for these assignments include the initial post and your response posts to peers. (See the Grading section below for more details.)

Quizzes: There are five scheduled Quizzes, each constituting 5% of your course grade. Material on the quizzes will come from reading assignments. Importantly, ***be aware that you are allowed only one attempt for each quiz and, once begun, a quiz must be completed.***

Participation/ Reflection: Participation is vital to your success in this course. Not only does this component constitute 10% of your course grade, but it serves as the vital link between you, your classmates, and your professor. Being active and professional on the Discussion Board and logging in to the course site frequently (as described by these course guidelines under "Attendance") are the main determiners of this grade. Failure in any one of these areas will result in a failing grade for "Participation/Reflection."

The Electronic Writing Portfolio (EWP): The EWP comprises 40% of your course grade. During the semester, you will compose **five EWP Documents**. You will then revise and compile these documents into a singular **Electronic Writing Portfolio (EWP)** to be submitted at the term's close. This final EWP should be formatted as either a Microsoft Word (.doc or .docx) or Rich-Text Format (.rtf) document. Note that ALL of your EWP documents will be combined into ONE portfolio document.)

The Electronic Writing Portfolio should contain the following components:

- 1) **Cover Page.** The EWP cover page should include a title for your portfolio, your name, the course number and name, and date of submission.
- 2) **Table of Contents.** The table of contents should identify all documents included in the EWP along with the page numbers where each begins.
- 3) **A Short Introduction to the Electronic Writing Portfolio (2-3 pages).** In a 2-3 page, single-spaced memo to me, reflect on your progress in understanding business and professional communication. This document should serve as an introduction to your EWP. It is a chance for you to reflect on your attempts as a writer using a variety of genres and strategies to reach a variety of professional readers for a variety of business purposes. Browse your Discussion Board conversations, textbook readings, writing exercises, and EWP Document to help provide you with ideas for this introduction.
- 4) **Five Electronic Writing Portfolio (EWP) Documents.** The five Electronic Writing Portfolio documents are:
 - Email or Memorandum
 - Information Request Letter
 - Resume and Cover Letter
 - Executive Summary
 - Unsolicited Proposal
- 5) **An Appendix of EWP Document Rough Drafts.** You will need to include, in an appendix, the initial draft submitted for each of the EWP Documents with my comments. This will assist me in evaluating the degree of revision you have completed for each of the EWP projects. Rough drafts that were not initially submitted on deadlines indicated in the "Weekly Assignments" document are not eligible for inclusion in the EWP; thus, failure to keep up with EWP deadlines as the term progresses will compromise your EWP grade.

Submitting Required Work

You must submit work in the correct way (via email as an attachment, Discussion Board post, etc.) and on time in order for it to be accepted. This means that you will need to find out how you are expected to submit work by reading the instructions for each writing assignment very carefully. **Work submitted either incorrectly (via the wrong format--email instead of attachment, for instance) or late will not be graded and will be recorded as a zero for failure to submit work according to the guidelines.** Some of the work detailed above may ask that you work in collaboration with other students, but you should only do so if the instructions explicitly require that as a part of completing the work.

All writing assignments submitted as eCampus email attachments should be submitted as Word documents (.doc or .docx) or Rich Text Files (.rtf).

Grading

When evaluating each of your writing assignments, I will ask one overriding question: "Does this document do its job successfully?" The "job," or purpose, of each document – particularly the formal writing assignments including the literature review and research proposal – will be explained in assignment instructions (in the "Schedule of Work Due" or "Assignments" folder) and will be assessed on this scale:

A – Superior: The work is of near professional quality. The document meets or exceeds all the objectives of the assignment. The content is mature, thorough, and well-suited for the audience; the style is clear and accurate ; the information is well-organized and designed so that it is accessible and attractive; the mechanics and grammar are correct. It is assured of success and of winning praise.

B – Good: The document meets the objectives of the assignment, but it needs improvement in style, or it contains easily correctable errors in grammar, format, or content, or its content is superficial. It is likely to succeed.

C – Competent: The document needs significant improvement in concept, details, development, organization, grammar, or format. It may be formally correct but superficial in content. It stands a chance of succeeding.

D – Marginally Acceptable: The document meets some of the objectives but ignores others; the content is inadequately developed; or it contains numerous or major errors. It is not likely to succeed without major revision.

F – Unacceptable: The document does not have enough information, does something other than the assignment required, or it contains major errors or excessive errors. It fails to do its "job."

Even the reflective and less formal writing exercises (WEs) have a "job" to do; while mechanics becomes less important in accomplishing writing goals in eCampus Discussion Board posts and prewriting activities, standards of content, detail, development, and clarity still weigh heavily. Keeping this in mind, your Discussion Board posts and participation will be assessed using the following criteria:

Criteria	A (90-100) superior	B (80-89) proficient	C (70-79) competent	D/F* (60-69) marginally acceptable or unacceptable
Critical Thinking	Rich in content, insight and analysis	Contains substantial information, thought, insight, and analysis has clearly taken place	Generally competent, yet information is thin and commonplace	Rudimentary and superficial, displaying no analysis or insight
Connections	Clear connection to previous or current content, course readings, and to real-life situations	Contains new connections that lack depth or detail	Limited, if any connections or vague generalities	No connections are made or are off topic
Uniqueness	New ideas and new connections made with depth and detail	Contains new ideas that lack depth or detail	Few, if any, new ideas; rehashes or summarizes other postings	No new ideas or "I agree/disagree with..." statement without explanation

Timeliness	All required postings appear early and throughout the discussion	All required postings with some not in time for others to respond	All required postings with most at the last minute without allowing time for others to respond	Some or all required postings missing
Stylistics	Few grammatical or stylistic errors	Several grammatical or stylistic errors	Obvious grammatical or stylistic errors that interfere with the readability of content	Obvious grammatical or stylistic errors that make understanding nearly impossible

Week One (1/2)

All assignments must be completed and submitted by Thursday (8/23) at 10:00 p.m.

Read

- Welcome note from me in the "Announcements" topic on the "Discussion" Board.
 - "Course Guidelines/Syllabus" on the course home page.
-

Write/Discuss

- Complete the "**English 304 Start-of-Term Survey**" located in the "Surveys and Evaluations" module on the "Coursework" course page.
 - **WE#1 (1/2):** Post a note to the Discussion Board (1/2 of Exercise #1, first graded Writing Exercise), which introduces you to the class (approximately 150-300 words). Tell where you are from and what your educational and professional goals and experiences are/have been. To do this: Click on the Discussions link in the left-hand column of the course Homepage, then click on the topic "WE#1 - Introductions" to contribute your introduction.
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Submit

- Submit the "English 304 Start-of-Term Survey" via WVU eCampus.
 - WE#1 (1/2)
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Week One (2/2)

All assignments must be completed and submitted by Sunday (8/26) at 10:00 p.m.

Read

- Chapter 1, "Career Success Begins with Communication Skills" and Chapter 2, "Planning Business Messages" in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#1 (2/2):** Respond to at least 5 of your peers' WE#1 introduction posts.
-

Submit

- WE#1 (2/2)
-

Week Two (1/2)

Assignments must be completed and submitted by Thursday (8/30) at 10:00 p.m.

Read

- Chapter 3, "Composing Business Messages" and Chapter 5, "Electronic Messages and Memorandums," in *Essentials of Business Communication*.
-

Quiz

- **Quiz #1** available. Material for this quiz will come from Chapter 5 in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#2 (1/2):** Prepare two comments or questions about this week’s readings, and post them to the WE#2 thread of the Discussion Board. Did anything surprise you? What stood out as particularly valuable information? Your topic options are broad, but your post should still be substantive!
-

Submit

- WE#2 (1/2)
-

Week Two (2/2)

Assignments must be completed and submitted by Sunday (9/3) at 10:00 p.m.

Read

- Chapter 3, “Composing Business Messages” and Chapter 5, “Electronic Messages and Memorandums,” in *Essentials of Business Communication*.
-

Quiz

- **Quiz #1** due.
-

Write/Discuss

- **WE#2 (2/2):** Respond to at least five of your peers’ WE#2 posts. Review the Discussion Board rubric in your Course Guidelines – your responses should do more than just agree or disagree with previous sentiments. You should make connections between earlier posts, the readings, personal experiences, and new ideas of your own to craft rich online discussions.
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Submit

- Quiz #1
 - WE#2 (2/2)
-

Week Three (1/2)

Assignments must be completed and submitted by Thursday (9/6) at 10:00 p.m.

Read

- Review Chapter 3, “Composing Business Messages” and Chapter 5, “Electronic Messages and Memorandums,” in *Essentials of Business Communication*.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #1—Email or Memorandum***
Refer to pages 125 and 128-129 in *Essentials of Business Communication* and locate Activities 5.5 and 5.17. Carefully read each scenario and select one to use as the basis for EWP Document #1. Begin drafting your document according to the prompt delineated in the textbook.
 - There is no assigned discussion topic; however, feel free to post comments, questions, and concerns to the course Discussion Board.
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Submit

- Electronic Writing Portfolio (EWP) Document #1 – E-Mail or Memorandum
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).
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Week Three (2/2)

Assignments must be completed and submitted by Sunday (9/9) at 10:00 p.m.

Read

- Review Chapter 3, “Composing Business Messages” and Chapter 5, “Electronic Messages and Memorandums,” in *Essentials of Business Communication*.
-

Write/Discuss

- **Electronic Writing Portfolio (EWP) Document #1—Email or Memorandum**
Refer to pages 125 and 128-129 in *Essentials of Business Communication* and locate Activities 5.5 and 5.17. Carefully read each scenario and select one to use as the basis for EWP Document #1. Finish drafting your document according to the prompt delineated in the textbook.
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Submit

- Electronic Writing Portfolio (EWP) Document #1 – E-Mail or Memorandum
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).
-

Week Four (1/2)

Assignments must be completed and submitted by Thursday (9/13) at 10:00 p.m.

Read

- Chapter 6, “Positive Messages,” and Chapter 8, “Persuasive Messages,” in *Essentials of Business Communication*.
-

Quiz

- Quiz #2 available. Material for this quiz will come from Chapters 6 and 8 in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#3 (1/2):** Thoughtfully and substantively respond to Activity 6.3 on page 153 in *Essentials of Business Communication*. There is no need to revise the letter, but thoroughly identify its weaknesses and outline a writing/revision plan for it. Post your response to the WE#3 thread on the Discussion Board.
-

Submit

- WE#3 (1/2)
-

Week Four (2/2)

Assignments must be completed and submitted by Sunday (9/16) at 10:00 p.m.

Read

- Review Chapter 6, “Positive Messages,” and Chapter 8, “Persuasive Messages,” in *Essentials of Business Communication*.
-

Quiz

- Quiz #2 due.
-

Write/Discuss

- WE#3 (2/2): Respond to at least five of your peers’ WE#3 posts.
-

Submit

- WE#3 (2/2)
 - Quiz #2
-

Week Five (1/2)

Assignments must be completed and submitted by Thursday (9/20) at 10:00 p.m.

Read

- Review Chapter 6, “Positive Messages,” and Chapter 8, “Persuasive Messages,” in *Essentials of Business Communication*.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #2 -- Information Request***
Refer to pages 153 in *Essentials of Business Communication* and locate Activity 6.4. Carefully read the scenario and use it as the basis for EWP Document #2. Begin drafting your document according to the prompt delineated in the textbook.
 - There is no assigned discussion topic. However, feel free to post comments, questions, and concerns to the course Discussion Board.
-

Week Five (2/2)

Assignments must be completed and submitted by Sunday (9/23) at 10:00 p.m.

Read

- Review Chapter 6, “Positive Messages,” and Chapter 8, “Persuasive Messages,” in *Essentials of Business Communication*.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #2 -- Information Request***
Refer to pages 153 in *Essentials of Business Communication* and locate Activity 6.4. Carefully read the scenario and use it as the basis for EWP Document #2. Finish drafting your document according to the prompt delineated in the textbook.
-

Submit

- Electronic Writing Portfolio (EWP) Document #2 -- Information Request
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).
-

Week Six (1/2)

Assignments must be completed and submitted by Thursday (9/27) at 10:00 p.m.

Read

- Chapter 7, “Negative Messages,” and Chapter 13, “The Job Search, Resumes, and Cover Letters,” in *Essentials of Business Communication*.
-

Quiz

- Quiz #3 available. Material for this quiz will come from Chapters 7 and 13 in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#4 (1/2):** Thoughtfully and substantively respond to Question #5 in "Critical Thinking" on page 405 in *Essentials of Business Communication*.
-

Discuss

- Respond to at least five other postings on the Discussion Board dealing with Question #5 on page 405 noted above (1/2 of Writing Exercise #3).
-

Submit

- WE#4 (1/2)
-

Week Six (2/2)

Assignments must be completed and submitted by Sunday (9/30) at 10:00 p.m.

Read

- Review Chapter 7, “Negative Messages,” and Chapter 13, “The Job Search, Resumes, and Cover Letters,” in *Essentials of Business Communication*.
-

Quiz

- **Quiz #3** due. Material for this quiz will come from Chapters 7 and 13 in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#4 (2/2):** Respond to at least five of your peers’ WE#4 posts.
-

Submit

- WE#4 (2/2)
 - Quiz #3
-

Week Seven (1/2)

Assignments must be completed and submitted by Thursday (10/4) at 10:00 p.m.

Read

- Review Chapter 7, “Negative Messages,” and Chapter 13, “The Job Search, Resumes, and Cover Letters,” in *Essentials of Business Communication*.

Write

- **Electronic Writing Portfolio (EWP) Document #3 -- Resume and Cover Letter**
Refer to pages 408 and 409 in *Essentials of Business Communication* and locate Activities 13.4, 13.9, and 13.10. Carefully read the directions for each and begin generating a resume and cover letter tailored to a specific job posting. **Note: You do not need to submit any written work for Activity 13.4, but use this as a foundation for building your resume.**
- There is no assigned discussion topic. However, feel free to post comments, questions, and concerns to the course Discussion Board.

Week Seven (2/2)

Assignments must be completed and submitted by Sunday (10/7) at 10:00 p.m.

Read

- Review Chapter 7, “Negative Messages,” and Chapter 13, “The Job Search, Resumes, and Cover Letters,” in *Essentials of Business Communication*.

Write

- **Electronic Writing Portfolio (EWP) Document #3 -- Resume and Cover Letter**
Refer to pages 408 and 409 in *Essentials of Business Communication* and locate Activities 13.4, 13.9, and 13.10. Carefully read the directions for each and finishing drafting a resume and cover letter for a specific job posting. **Note: You do not need to submit any written work for Activity 13.4, but use this as a foundation for building your resume.**

Submit

- Electronic Writing Portfolio (EWP) Document #3 -- Resume and Cover Letter
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).

Week Eight (1/2)

Assignments must be completed and submitted by Thursday (10/11) at 10:00 p.m.

Read

- Review Chapter 7, “Negative Messages,” in *Essentials of Business Communication*.

Write/Discuss

- **WE#5 (1/2):** Thoughtfully and substantively respond to Questions #2 and #5 in "Critical Thinking" on page 180 in *Essentials of Business Communication* (1/2 of Writing Exercise #4). Post your response to the appropriately titled Discussion Board link.

- Complete the "English 304 Midterm Evaluation" located in the "Surveys and Evaluations" module on the Coursework page. Please submit the assignment as a WVU eCampus email attachment.
-

Submit

- WE#5 (1/2)
 - Send the English 304 Midterm Evaluation to me via WVU eCampus email.
-

Week Eight (2/2)

Assignments must be completed and submitted by Sunday (10/14) at 10:00 p.m.

Read

- Review Chapter 7, "Negative Messages," in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#5 (2/2):** Respond to at least five of your peers WE#5 posts.
-

Submit

- WE#5 (2/2)
-

Week Nine (1/2)

Assignments must be completed and submitted by Thursday (10/18) at 10:00 p.m.

Read

- Chapter 9, "Informal Reports," and Chapter 10, "Proposals and Formal Reports," in *Essentials of Business Communication*.
 - Supplementary eCampus readings on secondary research.
 - Assignment instructions for EWP#4.
-

Quiz

- Quiz #4 available. Material for this quiz will come from chapters 9 and 10 in *Essentials of Business Communication*.
-

Write/Discuss

- Begin research for EWP Document #4, an Executive Summary.
-

Week Nine (2/2)

Assignments must be completed and submitted by Sunday (10/21) at 10:00 p.m.

Read

- Review Chapter 9, "Informal Reports," and Chapter 10, "Proposals and Formal Reports," in *Essentials of Business Communication*.
 - Your article for EWP#4.
-

Quiz

- **Quiz #4** due. Material for this quiz will come from chapters 9 and 10 in *Essentials of Business Communication*.
-

Write/Discuss

- Continue research for EWP Document #4, an Executive Summary.
-

Submit

- Quiz #4
-

Week Ten (1/2)

Assignments must be completed and submitted by Thursday (10/25) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” in *Essentials of Business Communication* and supplementary readings on library research.
 - Your EWP#4 article.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #4 -- Executive Summary***
Refer to page 248 in *Essentials of Business Communication* and locate Activity 9.17. Carefully read the scenario and use it as the basis for EWP Document #4. Draft your document according to the prompt delineated in the textbook.
-

Week Ten (2/2)

Assignments must be completed and submitted by Sunday (10/28) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” in *Essentials of Business Communication* and supplementary readings on library research.
 - Your EWP#4 article.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #4 -- Executive Summary***
Refer to page 248 in *Essentials of Business Communication* and locate Activity 9.17. Carefully read the scenario and use it as the basis for EWP Document #4. Draft your document according to the prompt delineated in the textbook.
-

Submit

- Electronic Writing Portfolio (EWP) Document #4 -- Executive Summary
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).
-

Week Eleven (1/2)

Assignments must be completed and submitted by Thursday (11/1) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” and Chapter 10, “Proposals and Formal Reports,” in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#6 (1/2):** Thoughtfully and substantively respond to Activity 10.1 on page 291 in *Essentials of Business Communication* (1/2 of Writing Exercise #5). Be certain to post your answers to each prompt before responding to your classmates. After doing this, engage in a discussion where opinions differ and attempt to arrive at a general consensus regarding the "correct" answer.
-

Discuss

- Respond to at least five other postings on the Discussion Board dealing with Activity 10.1 noted above (1/2 of Writing Exercise #5).
-

Submit

- WE#6 (1/2)
-

Week Eleven (2/2)

Assignments must be completed and submitted by Sunday (11/4) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” and Chapter 10, “Proposals and Formal Reports,” in *Essentials of Business Communication*.
-

Write/Discuss

- **WE#6 (2/2):** Respond to at least five of your peers’ WE#6 postings.
-

Submit

- WE#6 (2/2)
-

Week Twelve (1/2)

Assignments must be completed and submitted by Thursday (11/8) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” and Chapter 10, “Proposals and Formal Reports,” in *Essentials of Business Communication*.
 - Assignment instructions for EWP Document #5.
-

Write/Discuss

- ***Electronic Writing Portfolio (EWP) Document #5 – Unsolicited Proposal***
Refer to page 294 in *Essentials of Business Communication* and locate Activity 10.13. Carefully read the scenario and use it as the basis for EWP Document #5. Begin research for your document.
 - There is no assigned discussion this week, but feel free to post questions and comments about your EWP#5 research.
-

Week Twelve (2/2)

Assignments must be completed and submitted by Sunday (11/11) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” and Chapter 10, “Proposals and Formal Reports,” in *Essentials of Business Communication*.
 - Assignment instructions for EWP Document #5.
-

Write/Discuss

- Continue research for and begin drafting EWP Document #5, an Unsolicited Proposal.
-

Week Thirteen (1/2)

Assignments must be completed and submitted by Thursday (11/15) at 10:00 p.m.

Read

- Review Chapter 9, “Informal Reports,” and Chapter 10, “Proposals and Formal Reports,” in *Essentials of Business Communication*.
-

Write

- ***Electronic Writing Portfolio (EWP) Document #5 – Unsolicited Proposal***
Refer to page 294 in *Essentials of Business Communication* and locate Activity 10.13. Carefully read the scenario and use it as the basis for EWP Document #5. Draft your document according to the prompt delineated in the textbook.
-

Submit

- Electronic Writing Portfolio (EWP) Document #5 – Unsolicited Proposal
This assignment should be submitted to me via WVU eCampus email as an attachment (.doc, .docx, or .rtf).
-

Week Thirteen (2/2)

Assignments must be completed and submitted by Sunday (11/18) at 10:00 p.m.

Read

- Review Chapter 3, “Composing Business Messages,” and read Chapter 4, “Revising Business Messages,” in *Essentials of Business Communication*.
-

Write

- Refer to the "Course Guidelines" for a detailed overview of what the final Electronic Writing Portfolio (EWP) should contain. Begin revising your EWP documents.
-

Week Fourteen

Thanksgiving Week. Continue EWP Revisions for your final portfolio.

Week Fifteen (1/2)

Assignments must be completed and submitted by Thursday (11/29) at 10:00 p.m.

Read

- Review Chapter 3, “Composing Business Messages,” and Chapter 4, “Revising Business Messages,” in *Essentials of Business Communication*.
-

Quiz

- **Quiz #5** due. Material for this quiz will come from Chapters 3 and 4 in *Essentials of Business Communication*. (Quiz #5 will be available on Sunday, November 25.)
-

Write/Discuss

- There is no written assignment scheduled. Take this time to revise your Electronic Writing Portfolio documents. While there is not scheduled discussion, feel free to post any questions to the “Final EWP” Discussion Board thread.
-

Submit

- Quiz #5
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Week Fifteen (2/2)

Assignments must be completed and submitted by Sunday (12/2) at 10:00 p.m.

Read

- Review Chapter 3, “Composing Business Messages,” and read Chapter 4, “Revising Business Messages,” in *Essentials of Business Communication*.
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Write/Discuss

- There is no written assignment scheduled. Take this time to revise your Electronic Writing Portfolio documents.
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Week Sixteen (1/1)

Assignments must be completed and submitted by Thursday (12/6) at 10:00 p.m.

Read

- Review all course material and readings from *Essentials of Business Communication* to assist you in revising documents for inclusion in the Electronic Writing Portfolio.
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Write

- Write the "Introduction" for your **Electronic Writing Portfolio** and revise EWP Documents for EWP inclusion.
Note: Refer to "Course Guidelines and Criteria" for a detailed overview of what the EWP should contain.
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Submit

- **Complete the eSEI** (electronic course evaluation) for this course.
- Submit the Electronic Writing Portfolio via WVU eCampus email as an attachment.

This assignment should be submitted to me AS ONE DOCUMENT via WVU eCampus email as an attachment (.doc, .docx., .rtf).