The purpose of this course is to help you polish your writing skills by providing the opportunity to practice writing in a variety of business genres and to receive feedback from peers and the instructor. We will work to expand our understanding of the various choices that business writers must make in order to achieve an intended outcome.

This course aims to assist you as you work towards:

- Writing more effectively and efficiently in several genres and for multiple situations and audiences
- Better understanding the uses of language and rhetorical choices in order to achieve a purpose
- Choosing the best writing vehicle, content, style, and tone to maximize results and minimize conflict
- Polishing your usage of correct Standard business English

Assignments and Assessment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>20</td>
</tr>
<tr>
<td>Letter</td>
<td>30</td>
</tr>
<tr>
<td>Memo</td>
<td>30</td>
</tr>
<tr>
<td>Proposal</td>
<td>70</td>
</tr>
<tr>
<td>Participation in discussions and workshops</td>
<td>50</td>
</tr>
</tbody>
</table>

Total points: 200

Course Format

This course asks you to read, respond to, and compose documents, and to put various theories and advice into practice. It is a participation-based class, and your classmates and I rely heavily on your input and collaboration. I expect you to participate in class discussions and workshops with a significant level of investment. Your contributions to these activities (and logically your attendance as well) will determine your participation grade.

I rely heavily on Moodle to give you access to articles, assignments and announcements. You will need to familiarize yourself with this learning platform if you have already not done so.

Required Materials

I will post most readings on our class’s Moodle site. Print all articles and bring them to class. We will usually discuss their content as well as the authors’ use of language and rhetorical devices.
Bits and Pieces

- Please turn off all cell phones and other distractions before class starts.
- I also ask that you leave laptops closed.
- Hand in hard copies of all assignments; please do not email them to me.
- Late assignments will be docked one letter grade for each day they are late.
- Finally, at the risk of ending this syllabus on a negative note, please familiarize yourself with the various definitions of academic dishonesty and do not take part in any of them.

Academic Misconduct –
From The University of Montana’s Student Conduct Code

Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

1. **Plagiarism**: Representing another person’s words, ideas, data, or materials as one’s own.

6. **Submitting work previously presented in another course**: Knowingly making such submission in violation of stated course requirements.

7. **Facilitating academic dishonesty**: Knowingly helping or attempting to help another commit an act of academic dishonesty, including assistance in an arrangement whereby any work, classroom performance, examination activity, or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.