

West Virginia State University
English 204 Writing for Business and Other Professions
Section 01, Summer 2008, May 27 – June 13

May 27th – Meeting in A316 (Ferrell Hall English Writing Lab)
Remaining classes will be entirely on-line

Course Description: (3 Credit Hours) The study and application of writing formats, styles, and organizational patterns essential in various professions, with particular emphasis on correspondence, reports, and research is the primary focus of this course. There is also a unit covering the writing of resumes and job application letters as well as suggestions for job hunting and interviewing. *Prerequisite: English 102*

Week One of the course will focus on the basics of business writing and begin the topic of writing a business report. The outcome of this unit will be a short business report that will propose a solution to a business problem that you will research. The report will be due at the end of the course.

Week Two will concentrate on various types of business correspondence including informative, positive, negative, and persuasive messages written in memo, letter, and email formats. Week Two will be particularly writing intensive and will require a written assignment to be completed every day.

Week Three will focus on the topic of job hunting. You will produce a real resume and practice researching for job postings, writing job application letters, and holding job interviews.

Textbook: Locker & Kaczmarek, *Business Communication: Building Critical Skills*, 3rd edition.

Please note that this course will be intensive. There will be daily reading and writing assignments that will require you to spend a few hours every day online. I recommend that you only sign up for this course if you have a reliable internet connection and a place where you can work for a few hours every day without interruptions.

This course will move very fast, so there won't be much time to play catch up. Please try to limit the number of extra activities that you commit to during the three weeks of the course. If you have a lot of activities planned between May 27th and June 13th, then perhaps now is not the time to enroll in this class.