

English Composition and Rhetoric 102 – Online Course Syllabus

The Purpose of Writing

Goals – to win a job; win support for a project; get a raise are only a few

Purpose – to persuade; to inform

Audience – the individual with the ability or inclination to help you

The Tools of Writing

Your mind – ideas and goals + topics and types of documents

Your computer – the wonders of Word-processing

Research – Internet, Library, Media, and Personal Communications

The Process of Writing

Drafting – the BIG 3

Editing – Critical Reading and Editors' Marks

Formatting – Professional, Attractive, easy-of-reading

The Placement of Writing

At your place of work

For publication

For community activity

Course Structure

The Business of Writing

People need to write at different times for different purposes. Sometimes people forget how impressive and persuasive written communication can be – particularly if it is clear (to the point) and thoughtful (well written). People who become good writers have more power and opportunity than other people. So, don't give writing short shrift.

Proposal Assignment – in 5 parts

- 1) Idea – choose an idea and write a statement of purpose for your Plan
- 2) Outline – The Need, The Solution, The Benefits, The Program Plan
- 3) Draft 1 – create a proposal draft with headings for each category - flesh out the details of your Plan
- 4) Final Proposal – clear writing in a logical structure for delivery with cover letter
- 5) Cover letter: write to your primary audience – a mini-me of the proposal (Include Purpose, Why it's important, statement of appreciation, and your contact information)

Grades

Your grade will emerge from the number of points you receive on 5 writing assignments – Total points possible = 100