

ENL 204: Business Writing

Dr. Timothy Dugdale

Office Hours: M/W 11am -12 pm :: Briggs 224

dugdalti@udmercy.edu or dugdalti.faculty.udmercy.edu

Required Textbooks: Ober, Scot. Contemporary Business Communication.

Course Requirements

Write six assignments, free of surface errors but full of flair. Work diligently on a group project – a business plan. Complete all homework assignments for a final grade. Attend class on time and meet your deadlines.

You must also attend a minimum of five (5) tutorial sessions at The Writing Center during the semester. You can register and book your sessions on-line from any computer. These sessions are mandatory, no exceptions, no excuses.

The Writing Center (<http://libarts.udmercy.edu/english/twc>)

Class Policies

Habitual attendance is a wise idea. It is your responsibility to attend class.

Attendance is particularly important during the group projects. I'll be making special and hard-hitting notes of who is chronically absent and grade accordingly. Why not just show up, do the work and take pride in a job well done?

Late Work and Makeup Work

Submit all papers on the day they are due. If a paper comes in late, it affects my mood in a negative way. No late business plans will be accepted at all; consider that the equivalent of a pink slip. They are due on the date specified on the schedule. Groups for the business plan will be chosen randomly by yours truly; no substitutions! You may turn assignments in early or fax them (313.993.1166). Do not, however, e-mail papers to me. Hand these papers to me personally or give them to one of the staff in the Liberal Arts office. NEVER put papers or homework assignments under my office door. They can easily find their way into a rubbish bin.

Format of Assignments

All assignments must be word processed. In business, form is as important as substance so be vigilant in your design. Use 12 point font, Times New Roman.

Grades

A+ 100 A 95 A- 90

B+ 87 B 84 B- 80

C+ 77 C 74 C- 70

D+ 67 D 64 D- 60
F 50 0 no work submitted

Assignment 1: Routine Claim Letter	10%
Assignment 2: Persuasive Request	10%
Assignment 3: Bad News Announcement	10%
Assignment 4: Article Review	20%
Assignment 5: Electronic Resume	10%
Assignment 6: Job Application Letter	10%
Business Plan: Starting a Small Business	30%