ENL 204: Business Writing

Dr. Timothy Dugdale
Office Hours: M/W 11am -12 pm :: Briggs 224
dugdalti@udmercy.edu or dugdalti.faculty.udmercy.edu


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
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%