WRITING 227 Business and Technical Writing
Section 10125 Winter 2013 TTH 9-10:50 TCB 208

Dr. Consuelo Romanski Instructor of Record
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Office Hours: T-TH 11-12

Ms. Jennifer Benaggoun
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Co- Instructor

You must purchase the current edition.
Class Web Page: https://www.pcc.edu/staff/index.cfm/278.html

Recommended text: Quick Access Reference for Writers, Troyka and Hesse Pearson, 2007 (custom edition for Portland Community College) or any college writing handbook

Course Objectives:
Effective communication in the workplace requires fast, clear and concise composing and writing skills. In the broadest sense, technical communication includes any document or presentation that frequently conveys information to a specific audience; however, the intended audience is often non-expert. In addition to writing clearly, analyzing the needs of your listening or reading audience is likewise important. This class is designed to teach many of the skills, strategies, and formatting styles required to achieve these complex goals.

Student Responsibilities:
As on the job, attendance, completing assignments on time, working with others, and involvement are crucial elements of your success.

- Reading and Exercises: You are expected to have all reading, exercises, and projects completed and ready to submit for my evaluation. All homework and formal assignments must be typed.

- Late Papers will not be accepted: You can miss One Homework assignment without it counting against your grade
• **Oral Presentations:** Oral presentation of information is an essential part of most careers. This assignment will allow you to engage in this valuable skill. Guidelines and instructions will be reviewed before the deadline to ensure prior preparation.

• **Collaborative Assignments:** Group projects and working in teams is an important and real dynamic in the workplace. Several assignments from this text are designed to give you the opportunity to experience and practice this important skill. Plan on being a productive member of your team or group.

• **Final Project:** The final project will be your oral research presentation.

• **Attendance:** Two (2) absences are allowed. I take attendance within the first 5 minutes of class; late arrivals count as one-half an absence. Leaving early also counts as one-half an absence. There are no excused absences at the college level-- I must mark you absent no matter how much I may sympathize with your reasons for missing class.

To accommodate cases of illness or personal emergency, you may miss 2 classes time over the term. Students missing over 2 classes may not expect an A; those missing 4 classes may not pass the course. Generally, each absence after the first two lowers your grade one level from whatever it would otherwise have been.

If you miss class, it is your responsibility to keep up to date on class lectures, discussions and the assignments(by checking your syllabus, emailing a classmate or stopping by during my office hours. Missing classes will require your making the necessary efforts to stay caught up, and should not mean extra work for your instructors.

• **Class Etiquette:** Please turn cell phones off before class and put them away. Anyone text-messaging or using iPods during class will be counted absent. No laptop use in class. Food in class is distracting; Please eat your food before or after class.

**PLAGIARISM**
All work submitted in this course is to be your own new, original work written in response to the assignments. Refer to an English composition handbook for advice on how to quote and how to document your sources. Consciously or unknowingly presenting the ideas or writings of others as your own will result in dismissal from the class, an automatic course grade of F, and possible disciplinary action by the college. See Academic Integrity Policy <http://www.pcc.edu/edserv/academic>.
• **ADA Accommodations:** If you have a disability and wish an accommodation, please make arrangements to meet with me outside of class to discuss your specific request. A request may require documentation from the Office of Student Disabilities.

• **Veterans Services** Contact PCC Vet Services- CC246, 971-722 4502 and Allen R. Brown, LCSW, Readjustment Therapist, The Portland Vet Center, 503-688-5361 for Case Management, Medical/dental benefits, Pharmaceutical needs, Inpatient mental health/medical needs, and SATP women’s specific group information. Thank-You for supporting our veterans.

**Grading:** The point distribution for this class is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Attitude and Participation</td>
<td>100</td>
<td>450 - 500 = A</td>
</tr>
<tr>
<td>Includes Library Tour</td>
<td></td>
<td>399 - 449 = B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>348 - 398 = C</td>
</tr>
<tr>
<td>Homework exercises</td>
<td>200</td>
<td>297 - 347 = D</td>
</tr>
<tr>
<td>Oral research presentation</td>
<td>100</td>
<td>246 - 296 = F</td>
</tr>
<tr>
<td>In-Class writings (clear sentences) Structure</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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**Oral Research Presentation:**
You will research an answer to a question to solve a problem and make recommendations. Your report should be about 15 minutes with at least 15 sources. Use the internet, journals, books and interviews when appropriate. List all Internet references used in your report. See Chap.21 "Making Oral Presentations".

**Research Topics of Current Issues:**
U.S. credit card debt; Funding of political campaigns by billionaires and corporations; Government support for college students; The new face of welfare-2008 to present; Solar and other alternative energy sources; The rising trend of wives earning more than husbands; Wealth distribution and class warfare; U.S. historical unemployment trends; American competitiveness (ranking 21 in science, 14 in reading and 30th in math), Can we catch up?; Cyber censorship; Corporate outsourcing of American jobs; Taxation of the middle class and the Warren Buffet Rule; Why China awards more engineering degrees (31%) than America (4%?); The benefits and risks of marijuana legalization;
Green technology; Organic food; Benefits and problems of social networking; The power of the Koch brothers; The impact of the 2008 bankruptcy on Americans; The rising cost of nursing homes and eldercare; and Global warming—myth or reality; Genetically modified food; U.S. Housing foreclosures; Fracking—Hydraulic fracturing for gas and petroleum; College student debt in America.

**All work for this class must be typed.**

The main computer lab is located in CC206 and the English Department has a computer lab in CT 235. If you need tutoring, help with a paper or a printer, the English Department Writing lab is located in CT 239

Do not E-mail your assignments to me. You are expected to have your work printed, stapled and ready to turn in at the start of class.
Writing 227  Tentative Schedule  WINTER 2013

Use the following format for your weekly papers:
Your Name: ____________________________

Dr. Romanski WR. 227  (9:00-10:50 class or 3:00-4:50 class)

Assignment: Ex 1 pp.12 Title of Exercise: Evaluation of web pages
Case 13 pp. 332 Title: Evaluating Graphics Made with a Spreadsheet Program

Week 1

1/8  T  Course introduction – Cocktail Party

1/10 TH  Homework: Read Chapter 1; View Memo headings 1,2&3 p.385;
View Text Web Page: www.bedfordstmartins.com/techcomm

Week 2

1/15 T  In-class group project: Chap. 1,Case 1 p. 15-16
Homework Due: Chap.1 ,Ex. 1 p.15   (To be completed individually.)

1/17 TH  Read Chapter 5; Google your research topic for important issues
in the field
* In-Class Writing*

Week 3

1/22  T  In-Class Project: Chap. 5 EX. 2, p.115
Homework Due: Chap.5,Case 5- p. 115-117 (New Audience)

1/24 TH  Lecture: Material for Research Topics on Current Issues

Week 4

1/29 T  Read Chapter 7; Be prepared to discuss the interactive
sample documents;
Homework:** Select a Final Research Topic**

1/31 TH  Homework Due: Chap.7 (See class handout, “Organizing your
information” ;Read chapter 11 and work on research topics
Week 5

2/5  T  In-Class project: Chap. 11 Ex. 3 p.301-302
Read Chapter 12. Be prepared to discuss Chap.12 Ex. 4 and 5 pp. 345 - 346.

2/7  TH  ** Library Research Tour – Meet in Library # 212 **

Week 6

2/12  Read Chap.6- Researching Your Subject
**Homework Due:** Select 10 sites related to your research area of interest, which will help you prepare for your research project. Make an annotated bibliography, which is furnished with notes about the information on each reference source. An annotated bibliography is a brief 2-3 sentence summary of what is contained in the book, journal or web page. This will help you remember what was important and save many hours of backtracking later.

In-class group project: Chap.12, Case 12 pp. 347-348
Chapter 19: Just look over the Recommendation paper format; Lecture: SIRS

2/14  TH  Read Chap.4; In-class project Chap.4 Ex.5 p79
**Group Collaborative Project-** Chapter 4 Ex.4 p.79Develop a Flyer for First Year PCC students: **March 5, 2013**

Week 7

2/19  T  Read Chapter 14, Chapter 15 and just look over Appendix A pp.660-664.
Be prepared to discuss the interactive sample documents, Chap.14, Ex6 p.395, and Chap. 15 Ex. 3,4,5 p.436-437

2/21  TH  In-class group project: Chap. 14 Case 114 p396-397

**Homework Due:** Using the Preliminary Outline attached to the back of this syllabus, provide a tentative outline of your oral research presentation and attach your annotated bibliography. List any problems you are having or things you need more help with, at the end of the outline.
**Please Must b**
Week 8

2/26  T  Read Chapter 20 and be prepared to discuss the interactive Sample documents p.597

Homework Due: Chap. 15 Ex.1 on p. 436. Include all information
Homework Due: Submit a copy of your chronological resume
Chap.20 Ex. 1 and 2  pp.600

2/28  TH  Read chapters 9, 10, and 21

Homework Due: Chap. 10 Exercises, 2c, 4abc, 10abc, 11abc,
13bc, 24ab, pp. 254-257

Week 9

3/5  T  Oral Reports and Collaborative Reports DUE
In-class group project: Chap.9 Ex.4 p.223

3/7  TH  Oral Reports

Week 10

3/12  T  Oral Reports

3/14  TH  Oral Reports

Finals Week- No Class