

Business and Technical Writing - Summer Session 1

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"When you write at work, you act. You exert your power to achieve a specific result, to change things from the way they are now to the way you want them to be"

(Paul Anderson, *Technical Communication* 10).

The projects in this course are designed to help you develop skills in planning, producing, and revising documents to meet a variety of business communication needs. But more than that, they are intended to help you develop the knowledge and skills necessary to act powerfully and ethically in all types of professional communication situations. I can't teach you how to write all the types of documents you will need to write in your future workplaces. But I can help you develop the ability to produce documents that are not only appropriate to the occasion, but also clearly written and powerful: documents that get things done.

COURSE LEARNING OBJECTIVES

The goals of this course are for you to:

- Practice writing a variety of business genres;
- Be better able to assess readers' needs and to craft your documents accordingly;
- Learn and practice strategies for writing clear, concise sentences;
- Learn and practice strategies for crafting paragraphs;
- Develop well supported arguments using a variety of forms of evidence;
- Practice giving effective written feedback;
- Strengthen your research skills and gain confidence that you are using—and documenting—sources appropriately;
- Gain more awareness of your own writing process so that you can identify the strategies that help you plan, write, and revise documents most effectively;
- Learn basic principles of document design so that you can present what you write in an attractive, reader-friendly format;
- Learn to avoid the most common errors in grammar and mechanics.

TEXTBOOK

We won't be using a single, printed textbook. Rather, I will post links on and upload PDF files of assigned readings to our Plato site.

For more information, see the sample syllabus:

<https://www.dropbox.com/s/98f5mtxzvx0rf9w/Bus%20Tech%20SP%2021.docx?dl=0>

Or you can contact me at cseidel@westfield.ma.edu.