ENGLISH 1105
Writing for the Workplace
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Focuses on the processes and strategies for creating written communication within a workplace setting. Examines audience awareness, stylistic conventions, and document design. Emphasizes the preparation of a variety of written documents, such as resumes, internal and external correspondence, descriptions, proposals, instructions, summaries, and reports. Designed primarily for students enrolled in career-technical programs. Prerequisite: Satisfactory score, as determined by the English faculty, on the English Composition Entrance Exam required prior to enrollment in English 1105. Course requires Reading Placement Test Score-Category One. (3 lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES:
Upon successful completion of the course the student should be able to do the following:

- Apply a process approach to writing as related to situations, audiences, and documents relevant to a variety of workplace settings
- Demonstrate the ability to accommodate the needs of various audiences both internal and external to a workplace setting
- Develop and support a controlling idea (thesis) as appropriate to a workplace setting
- Apply strategies for organizing texts for effective workplace communication
- Use and/or design effective visual elements for use in workplace documents
• Construct effective prose appropriate to workplace expectations
• Use methods of research and citation at an introductory level.

**COURSE OUTLINE**
In this class you will complete the following assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Application Package</td>
<td>10</td>
</tr>
<tr>
<td>Correspondence</td>
<td>10</td>
</tr>
<tr>
<td>Proposal for Term</td>
<td>10</td>
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<tr>
<td>Descriptions</td>
<td>10</td>
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<tr>
<td>Instructions</td>
<td>10</td>
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<tr>
<td>Progress Report</td>
<td>10</td>
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<tr>
<td>Research Project</td>
<td>30</td>
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<tr>
<td>Exercises</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total %</strong></td>
<td><strong>100</strong></td>
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**GRADING SCALE**
Letter grades are based on a point scale which includes plus and minus grades.

**SATISFACTORY/FAIL OPTION**
If a student elects the S/F grading option for this course, he/she must earn a grade of “C” or higher to earn the “Satisfactory” grade.

**INCOMPLETE GRADE POLICY**
An Incomplete grade will only be granted in very rare occasions. Please contact the instructor or refer to the course syllabus for further details.