

Syllabus

TEXTS: Successful Writing at Work, Kolin, 6th. Ed.
Good College Dictionary.

COURSE HOURS: T/TH 12:30–1:45 p.m.

OFFICE: Room 4308 (Phone: 659-6226 Leave Message)

E-MAIL: CKatona@ohlone.cc.ca.us (No papers accepted by e-mail.)

AUG

- 16 TH Introduction to the Course. Diagnostic Writing.
ASSIGNMENT: Read Chapter 1 in Successful Writing at Work, pp. 3-31.
Complete exercise number eight on page 32. Write only a single paragraph for each description. Due August 21, 2001.
- 21 T Exercise Six Due.
Methods of Exposition: Description.
ASSIGNMENT: Read Chapter 2 in Successful Writing at Work, pp. 37–69. Write a one page descriptive memo to the city council about conditions in the city depicted in Hogarth’s etching Gin Lane. Due August 28, 2001.
- 23 TH Methods of Exposition: Description (In-class exercise).
ASSIGNMENT: Read Jungle handout. Revise your Hogarth Memo to make certain it is sufficiently specific and detailed.
- 28 T Hogarth Memo Due.
Methods of Exposition: Exemplification.
ASSIGNMENT: Read “Bartleby the Scrivener.”
Write a 1½-page letter employee review for Bartleby’s personnel file.
Letter Due September 6, 2001. Bring your best dictionary to class on August 30, 2001.
- 30 TH The Dictionary Re-discovered. Discuss “Bartleby.”

ASSIGNMENT: Read Chapter 5 in Successful Writing, pp. 144–183. Duplicate any entry (over five lines long) from your dictionary and label every part to show that you understand how your dictionary works. Use your dictionary's introduction to help you with this assignment. Due September 4, 2001.

SEPT

- 4 T Dictionary Assignment Due.
Methods of Exposition: Comparison and Contrast.
ASSIGNMENT: Read Chapter 8 in Successful Writing, pp. 293-344.
- 6 TH Bartleby Letter Due.
Methods of Exposition: Comparison and Contrast.
ASSIGNMENT: Write a 2 page Short Report comparing and contrasting the advantages and disadvantages of using traditional sources and/or the Internet for information retrieval. Report Due September 20, 2001.
- 11 T Exploring the Internet. English 103 Resource List.
URL:<http://online.ohlone.cc.ca.us/ckatona/>
ASSIGNMENT: Read Chapter 15 in Successful Writing, pp. 578–610.
- 13 TH Informal Fallacies.
ASSIGNMENT: Begin looking at the “Informal Fallacies” handout.
- 18 T Informal Fallacies.
ASSIGNMENT: Read "Habit Five: Seek First to Understand," handout.
Write a 1½ page paper defining and exemplifying a habit which you believe is essential to success. Habit Paper Due October 2, 2001.
Finish the “Informal Fallacies” exercise.
- 20 TH Traditional Sources/Internet Report Due.
Informal Fallacies Discussion.
ASSIGNMENT: Bring in a typed list of ten occupations or possible career choices which you find personally fascinating. Include only job possibilities that genuinely interest you. Due September 25, 2001. Read Chapter 9 in Successful Writing, pp. 349-394.
- 25 T Reviewing your list of ten Professions, Jobs, or Careers.
Work Cited Cards.
ASSIGNMENT: Pick one of the occupations that interests you and find one book, one periodical, one pamphlet or AV source, and one Internet source that tells you something about it. Turn in four perfect work cited cards for the sources you turned up for today’s assignment. Due October 2, 2001.
- 27 TH Parenthetical Citation and the Fair Use of Sources.
Work Cited Quiz.
ASSIGNMENT: Read several sources on your selected topic. Read Chapter 11 in Successful Writing, pp. 429-454.

OCT

- 2 T Habit Paper Due.
Work Cited Cards Due.
ASSIGNMENT: Read Chapter 10 in Successful Writing, pp. 397-422.
- 4 TH Notecard Exercise.
ASSIGNMENT: Complete “Notecard Exercise,” handout. Write a four page documented report on the occupation you have been researching. Report Due November 15, 2001. This essay must contain at least five perfect Parenthetical Citations and a Works Cited list with at least 20 entries.
- 9 T Discuss “Notecard Exercise”
ASSIGNMENT: Read Chapter 12 in Successful Writing, pp. 457-501.
- 11 TH Converting Text to Lively Visuals.
ASSIGNMENT: Complete “Text to Visuals” Exercise. Due October 16, 2001.
- 16 T Discuss “Text to Visuals” Exercise.
- 18 TH Movie: Clio Awards: 1995 Gold Winner's Reel. (VHS 40 min.)
ASSIGNMENT: Read “Lifestyle Advertising” handout. Read "Hard Times at J. Peterman" handout.
- 23 T Discuss “Lifestyle Advertising” handout.
ASSIGNMENT: Do a one-page mock-up of a Peterman’s lifestyle type of ad. Due November 1, 2001.
- 25 TH Formulating a Clear, Useful Thesis Statement.
ASSIGNMENT: Type a single sentence thesis statement for your documented report. Due October 30, 2001.
- 30 T Reviewing Student Thesis Statements.
ASSIGNMENT: Read Chapter 7 in Successful Writing, pp. 230-284.

NOV

- 1 TH Lifestyle Ad Due.
Reviewing Student Lifestyle Ads.
ASSIGNMENT: Make a typed list of all of your academic, sports, extra curricular, and job related achievements. List everything, whether you think it will be useful or not.

- 6 T What Kinds of Information go into a Resumé?
ASSIGNMENT: Track down the dates, exact names of bosses and teachers, award certificates, licenses, degrees, and any other substantiating information related to your achievements.
- 8 TH Model Paragraphs.
ASSIGNMENT: Read “Model Paragraphs” handout carefully.
- 13 T Student Model Paragraphs.
ASSIGNMENT: Type a one to two page Resumé which you would be proud to present to a particular potential employer. Resumé Due December 6, 2001
- 15 TH Movie: Your Cultural Passport to International Business. (VHS 28 min.)
 Documented Paper Due. Sign up for Ten-Minute Presentation.
ASSIGNMENT: Read Chapter 17 in Successful Writing, pages 648-667. Note especially the “speech evaluation form” on page 676. Think about how you might most effectively present the material of your documented essay to the entire class.
- 20 T Movie: Conquer Your Fear of Public Speaking. (VHS 70 min.)
ASSIGNMENT: Work on your Oral Presentation.
- 22 TH HAPPY THANKSGIVING! DRIVE SAFELY.
- 27 T Making a Timed Oral Presentation.
ASSIGNMENT: Refine your Oral Presentation.
- 29 TH Student Oral Presentations.
ASSIGNMENT: Proof and Edit your Resumé carefully.

DEC

- 4 T Student Oral Presentations.
ASSIGNMENT: Resumé is Due December 6, 2001.
- 6 TH Resumé is Due.
 Student Oral Presentations.
ASSIGNMENT: Bring three genuine typed questions to class on December 11, 2001 about any aspect of the course content.
- 11 T Student Oral Presentations.
 Wrap-up Discussion.
ASSIGNMENT: Study for the Final Exam.

13-19 FINAL EXAM WEEK.

Spring Semester Begins January 16, 2002.