

The Women's College of the University of Denver

Course: ENGL 2021: *Business Technical Writing*

Classroom: Chambers Center

Class Dates: 3/30, 4/6, 4/20, 4/27, 5/11, 5/18, 6/1

Class Time: Sunday Afternoons, 1:30-5:30 p.m.

Instructor: Lindsay Christopher

Office Hours: TBA

Office: Sturm 388

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Phone: 303-871-2429

Prerequisites: Successful completion ENGG 1111, ENGG 1122, and a literature course.

Course Description and Objectives: This course is an introduction to writing for technical and business organizations and audiences. Students practice strategies for organizing reports based on audience analysis, and for solving typical sentence and paragraph problems in technical writing.

Academic Integrity: The Women's college fully endorses the University of Denver's Honor Code and the procedures put forth by the Office of Citizenship and Community Standards. Academic dishonesty – including plagiarism, cheating, and falsification of data and research – is in violation of the code and will result in a failing grade for the assignment or for the course.

As student members of a community committed to academic integrity and honesty, it is your responsibility to become familiar with the DU Honor Code and its procedures (www.du.edu/honorcode).

Course Requirements: Students will write memos, letters, resumes, and one long group proposal. Assignments will be written individually and collaboratively. All final documents must be completed on a word processor.

Group Projects: Group members will earn individual *and* group points – Students will lose points from their grades whenever they are absent from or late for any group work.

Course Text: The following book is required for this course.

Markel, Mike. *Technical Communication*, 8th edition