



## SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

### Writing Programme WRIT 202: Writing For Business

**TRIMESTER 3 2010**  
**15 November 2010 - 19 February 2011**

**Teaching dates:** 29 November 2010- 30 January 2011

**Christmas break:** 20 December- 9 January

WRIT 202 has no examination

#### **Withdrawal dates**

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

#### **Course Coordinator**

Dr Sky Marsen

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#### **Course Administrator**

Vivien.Trott Tel: 463 5894, Fax: 463 5604, [Vivien.Trott@vuw.ac.nz](mailto:Vivien.Trott@vuw.ac.nz)

#### **Class times and locations**

Workshop CRN 11062: Mondays and Wednesdays 2-5 in New Kirk 106

#### **Course delivery**

WRIT 202 has writing workshops. Students are expected to participate in class discussions, practical writing activities and analyses of texts.

#### **Communication of additional information**

Additional information will be communicated through e-mail and Blackboard,

[www.blackboard.vuw.ac.nz](http://www.blackboard.vuw.ac.nz)

#### **Course content**

The course covers the writing styles and document formats currently used in international business contexts. Through guided and regular practice, it will assist you to communicate effectively in different written formats, in a variety of professional contexts, and using different styles. In particular, the course encompasses the following themes:

- Analysis of the requirements for successful communication at management level
- Consideration of the role of writing within the context of professional communication
- Description and analysis of the different document types used in contemporary business contexts
- Practical training in writing an effective document, from sentence structure and style, to formatting and design
- Demonstration of the processes and conventions for planning, researching and writing proposals, investigative reports and business feature articles

### **Learning objectives**

By the end of the course, you should be able to:

- Compose confidently documents to inform, analyse and persuade
- Apply skills of logical and critical analysis in your reading and writing of a variety of texts
- Select, analyse, and synthesise reliable sources to meet task requirements
- Understand the differences between print and digital media and make informed decisions on their use
- Communicate effectively technical knowledge to non-specialist readers

**A detailed course schedule will be distributed separately in class.**

### **Expected workload**

The expected workload for a 20 point course is 200 hours spread over the trimester, including the mid trimester break.

### **Readings**

#### **Essential texts:**

Marsen, S. (2007). *Professional writing: The complete guide for business, industry and IT*, 2<sup>nd</sup> edition Basingstoke: Palgrave

Other reading material to be distributed in class.

All textbooks and student notes (undergraduate and postgraduate) will be available for purchase from vicbooks on the top floor of the Student Union Building.

Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz). Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

### **Materials and equipment**

#### **Required:**

1. Writing material, such as a writing pad, a pen and a pencil (for editing activities)
2. A folder to keep handout material

**Optional:**

A laptop computer for taking notes and recording information

**Assessment requirements**

The assessment in WRIT 202 consists of three assignments, and one in-class test.

***Assignment One: Feature Article***

This assesses your ability to adopt a writing style suitable for journalistic formats and to communicate technical knowledge to non-specialist readers.

Deadline: 15 December

Credit: 20%

Length: about 1,500 words

***Assignment Two: Proposal***

This assesses your ability to analyse a problem logically and persuasively.

Deadline: 19 January

Credit: 25%

Length: about 1,500 words

***Assignment Three: Investigative Report***

This assesses your ability to select, analyse and synthesise sources of information, composing a clear and coherent document appropriate for management communication.

Deadline: 28 January

Credit: 35% for the final

Length: about 2,000 words

***In-Class Test***

This assesses your overall comprehension of the course content.

Date: 19 January

Credit: 20%

**More information on assignments, such as marking criteria and suggested topics, will be handed out in the first class.**

**Victoria University Grades**

Marks	85+	80-84	75-79	70-74	65-69	60-64	55-59	50-54	40-49	<40
Grades	A+	A	A-	B+	B	B-	C+	C	D	E

**Explanation of the Grading Scale for WRIT 202****A – Very Good to Superior**

- Meets or exceeds all the objectives of the assignment.

- Content is sophisticated, thorough, and well suited for the audience; original, substantive, persuasive; ambitious in its goals, presents complex ideas in an interesting manner.
- Style is clear, accurate, concise and forceful.
- Organisation and format make the information accessible, and attractive.
- Mechanics and grammar are correct.

### **B – Competent to Good**

- Meets the objectives of the assignment, but may need improvement on style or organisation.
- Is generally well written but may contain minor errors or inconsistencies in grammar, format, or content.
- Content is well expressed but not fully developed. No major flaws.
- May be well organised and clearly written, but reasoning may be routine or self-evident, or the information may be inadequate for the intended audience.

### **C – Acceptable**

- Misses some important objectives.
- Needs significant improvement in concept, detail, development, organisation, grammar, or format.
- May be formally correct but superficial in content, or may be adequate in content but contain numerous or major grammatical and stylistic errors.
- Fulfils basic requirements but offers little of genuine importance; lacks in intellectual content beyond opinion or description.

### **Fail Grades (D – E) - Unacceptable**

- Misses most or all objectives.
- Has scant information, does something other than the assignment requires, or contains several major errors.
- Contains seriously inappropriate style or content for the intended audience.
- Assignment has been penalized for unacceptably late submission, or for plagiarized content.

### **Penalties**

Assignments submitted late without permission are penalised by 2% per late day, including weekends. An assignment that is more than two weeks late will be refused a grade.

### **Mandatory course requirements**

In order to meet the mandatory course requirements, you **must** meet these conditions:

1. Complete all assignments by their due dates (unless you have formal permission from your instructor to submit late)
2. Attain a passing grade for each assignment (50%)

3. Attend all workshops. If you miss more than six hours without permission, you will fail the mandatory course requirements.
4. Participate in class activities and complete all the tasks that are assigned as preparation for the following class.

### **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

### **Statement on legibility**

Students are expected to write clearly. Where work is deemed 'illegible', the options are:

- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) within a specified time frame after which penalties will apply;
- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) and lateness penalties apply;
- if the student does not transcribe it to an acceptable standard, the work will be accepted as 'received' (so any associated mandatory course requirements are met) but not marked.

### **Academic Integrity and Plagiarism**

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

### **Use of Turnitin**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

### **GENERAL UNIVERSITY POLICIES AND STATUTES**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

The AVC(Academic) website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)