

2111F: Writing in the World: Introduction to Professional Writing Fall 2026**Section: 002****Course Description and Objectives**

This course aims to introduce you to the basic grammatical and stylistic principles of good, clear, written English within a specific context. That context is professional writing. You will be introduced as well to basic theories and concepts in professional writing, given opportunities to develop skills applicable to writing in a professional context, and encouraged to read about and apply findings from research in professional writing. Generally, the course aims to help you develop “the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing, to a range of audiences” (Ontario Council of Academic Vice Presidents’ statement on “University Undergraduate Degree Level Expectations,” December, 2005). More specifically, upon successful completion of this course, you will have demonstrated the ability to

1. identify and define rhetorical contexts for professional communication;
2. identify, define, and understand the purpose for writing within those rhetorical contexts;
3. understand the relationship between context, purpose, and audience and how that relationship should shape a message;
4. use that understanding to develop a persuasive argument;
5. generate ideas for a variety of communicative purposes, such as communicating a negative message with positive emphasis;
6. understand basic principles of cross-cultural communication and their significance;
7. understand basic principles of document design and apply them;
8. write cohesive and coherent prose using the grammar and conventions of Standard Written English;
9. identify and correct errors in composition, grammar, and mechanics; and
10. incorporate feedback into revisions.

Required Texts

Rentz, Kathryn, Paula Lentz, Marco Campagna, and Carleigh Brady. *Business Communication: A Problem-Solving Approach*. Second Canadian edition. Toronto: McGraw-Hill, 2024. **This textbook costs between \$69.00 (180-day rental) and \$122.35 (paperback). This edition is required.**

Messenger, William E., Jan de Bruyn, Judy Brown. *The Canadian Writer's Handbook: Third Essentials Edition*. Toronto: Oxford University Press, 2023. **This textbook costs between \$20.00 (180-day rental) and \$50.99 (paperback). This edition is preferred, but earlier editions will work for reference, even though page numbers won't line up with the course materials.**

Course Requirements and Grade Allocations

Assignment #1: Negative messages with positive emphasis (700–900 words: see instructions and lectures for details)	20%
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Assignment #2: Formal report with visual	40%
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(1300–1500 words, excluding front and back matter)

Final Examination (in person)

40%

No aids or electronic devices are permitted

Course Policies

Drafts: Assignments 1 and 2 include a preliminary peer-reviewed draft stage. In the weeks of scheduled peer-review sessions, you must post an electronic draft of the assignment the night before *in a format that I can access*. It must be sufficiently complete (in my judgement) to allow you to obtain meaningful comment from your peers. Failure to attend class with a sufficiently complete draft and/or to participate by reviewing at least one or more drafts *will result in the earned mark for that assignment being reduced by 10% (i.e., submitting without attending and vice versa results in the deduction)*. Note that this penalty will be applied *in addition* to other applicable penalties (e.g., for late submission).

Assignment Format

All assignments must be electronic (typed) documents. Do not use a cover page; these are particularly unnecessary for online submissions. Instead, follow the conventions required for each assignment. When using sources, you will be expected to follow MLA, APA, or Chicago citation practice. See Rentz, Lentz, Campagna, and Brady, Reference Chapter B, and *The Canadian Writer's Handbook: Third Essentials Edition*, Chapter 36, sections a–c.

Submitting Assignments

Assignments are due on the dates specified in the syllabus. Late papers are penalized **5% per day and do not receive comments** unless I have permitted an extension. You must contact me in advance for an extension and provide a suitable reason (see also **Academic Accommodation**, below). **All term work must be completed by the last day of classes.** Work not submitted by the last day of classes without official academic accommodation will receive a grade of zero.

Important: you are responsible for keeping a copy of all assignments you submit.

Procedure for Assignment Submission

Both versions of Assignments 1 and 2 must be submitted in Word on Brightspace (i.e., not under other tabs or through email). Final versions must be submitted to Turnitin.com.

Under policies adopted by Writing Studies, final drafts of all assignments in 2100-level writing courses must be submitted through Turnitin.com (see **Scholastic Offences, including Plagiarism**, below). You do not need to create a separate Turnitin account. When you submit the final draft of your assignment to Brightspace, it will automatically go to Turnitin. You will upload your final version of each assignment through its link, as a **single** Word (.doc or .docx extension) file,* titled to identify you as author. Your graded assignment, with comments, will be returned to you in the same format, through Brightspace. ***Note: PDF, other read-only formats, and compressed/zipped files are not acceptable.** Also, Turnitin will not accept more than a single file submission, so do not try to submit an assignment twice or in parts as two or more files.

Attendance Policies

Attendance is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

If you miss

- ♦ **nine unexcused hours of class** (the equivalent of up to three full weeks of class), your final grade will be reduced by 10 marks (e.g., an earned final grade of 80% will be reduced to a final grade of 70%; a grade of 70% will be reduced to 60%). *(See tardiness below)*
- ♦ If you miss a total of **more than nine unexcused hours** (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15 marks (e.g., an earned final grade of 80% will be reduced to a final grade of 65; a final grade of 70 will be reduced to 55).
- ♦ Attendance also extends to **tardiness**. **If you are more than 20 minutes late**, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.
- ♦ These policies will be waived only if you have either undocumented or documented academic consideration. You may only use the undocumented consideration option once each term. If your absence is extended and prolonged (over one week of continuous non-attendance), then you must discuss it with your academic advisor in your home faculty and submit documentation to support your request for academic consideration. (See Academic Consideration policy below.)

Scheduling Conflicts: Make-up tests, labs, and exams for other courses

Note: A class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course will count as non-attendance, and it will attract penalties as defined above if applicable. Instructors at the University of Western Ontario shall not require a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a class in order to write such a test, that is your choice; your absence will not be excused.

Students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) regularly for news and updates. If you need assistance with the course site, you can seek support on the [OWL Brightspace Help](#) page, or can contact the Western [Technology Services Helpdesk](#) by phone at 519-661-3800 or ext. 83800. Submitting a Jira ticket is usually most efficient: [Helpdesk - Western Technology Services - Western University](#)

Final Examination

The final exam will take place during the December Exam period. **No aids or electronic devices (including cell phones and smart watches) are permitted for the final exam.**

Scholastic Offences, including Plagiarism

The University Senate requires the following statements, and Web site references, to appear on course outlines:

"Scholastic Offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, which can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_offences.pdf#Policy.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently Western and Turnitin.com <http://www.turnitin.com>.”

AI Policy

In this course, the use of AI (such as automatic translation tools, grammar checkers, ChatGPT) is prohibited, unless the instructor has consented to such use before you begin an assignment. If AI use is suspected, the instructor will ask for research notes, rough drafts, essay outlines, or other materials used in preparing assignments. Students are expected to retain these materials until after final grades have been entered. In the event of concerns being raised about the authenticity of any assignment, students may be asked to produce these materials; an inability to do so may weigh heavily against them.

Electronic devices: you are free to use them during class but note that lectures cannot be recorded (audio or visual) without special permission.

Antirequisites: The antirequisite for this course is WRIT 1031F/G. You cannot take this course if you have taken WRIT 1031F/G.

Academic Accommodation

University policy on academic considerations is described [here](#). This policy requires that all requests for academic considerations must be accompanied by a self-attestation.

Please note that any academic considerations granted in this course will be determined by the instructor, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline. For procedures on how to submit Academic Consideration requests through the Student Absence Portal, please see the information posted on the Office of the Registrar’s webpage:

https://registrar.uwo.ca/academics/academic_considerations/index.html.

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All academic consideration requests must include supporting documentation, which may include a Student Medical Certificate. Recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessments are excluded from this exception and therefore always require formal supporting documentation:

- Final Exam: subject to the university rules governing all exams (see SPEC, AEG, and INC below)

Students with disabilities work with Accessible Education (formerly SSD), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

Religious Accommodation

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance.

Statement on Gender-based Sexual Violence

Western University [is committed to reducing incidents of gender-based and sexual violence](#) (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:

<https://www.uwo.ca/health/studentssupport/survivorsupport/get-help.html>. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Other Student Support Services

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <https://academicsupport.uwo.ca/index.html>

SPEC(ial Examinations), INC(omplete Standing), Or AEG(rotat Standing)

All requests must be initiated in and with the Office of the Dean of the student's home faculty, using a form provided by that office. Any arrangements will require the eventual approval and signatures of the course instructor and the Director/Writing Studies.

PLEASE NOTE: Individual instructors **do not have** discretion to initiate these procedures or grant these requests; consequently, please do not approach your instructor on these matters prior to initiating your request in your Dean's office, as she or he will simply direct you to proceed as outlined above. Arrangements for Special Examinations must ordinarily be made BEFORE the beginning of the final examination period.

Intellectual Property and Copyright

All instructor-written materials (e.g., PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.