



Douglas College

COURSE INFORMATION

A: Division: INSTRUCTIONAL

Date: NOVEMBER, 1997

B: Faculty: LANGUAGE, LITERATURE & PERFORMING ARTS

New Course:

Revision of Course NOVEMBER, 1990

Information Form: X

C: PRFU 100

D: INTRODUCTION TO THE WRITING PROFESSION

E:

3

Subject and Course Number	Descriptive Title	Semester Credit					
<p>F: Calendar Description: This course is designed to provide students with a broad overview of the context and practices of professional writing. Instruction will focus on grammar, on how writers write, on what actually happens in the writing workplace, and on how publications are produced in a client-based setting. Students will develop an awareness of the professional and ethical responsibilities required for this field, along with some understanding of the writing process, including pre-writing, writing, and production.</p>							
<p>Summary of Revisions: (date & section) Eg. Section C,E,F 97.11 A,B,G,H,J,M,N,O,P,R</p>							
<p>G: Type of instruction: Hrs per week</p> <p>Lecture: 1 hrs Laboratory: hrs Seminar: 3 hrs Clinical Experience: hrs Field Experience: hrs Practicum: hrs Shop: hrs Studio: hrs Student Directed Learning: hrs Other (specify) hrs Total: 4 hrs</p>	<p>H: Course Prerequisites ACCEPTANCE TO PROGRAM OR PERMISSION OF COORDINATOR</p>						
	<p>I: Course Corequisites NONE</p>						
	<p>J: Course for which this Course is a Prerequisite PRFU 230</p>						
	<p>K: Maximum Class Size: 40</p>						
	<table border="1"> <tr> <td>M: Transfer Credit</td> <td>Requested</td> <td></td> </tr> <tr> <td></td> <td>Granted:</td> <td>x</td> </tr> </table>		M: Transfer Credit	Requested			Granted:
M: Transfer Credit	Requested						
	Granted:	x					
<p>L: College Credit Transfer x College Credit Non-Transfer Non-Credit</p>	<p>Specify Course Equivalents or Unassigned Credit as appropriate: UBC: ARTS 1ST(3) SFU: U Vic: WRIT 100 (1.5) Other: SEE B.C. TRANSFER GUIDE</p>						

Hal Gray
 Course Designer(s)
McCauley
 Faculty Dean

[Signature]
 Vice-President
P. H. [Signature]
 Registrar

N. Textbooks and Materials to be Purchased by Students

Texts may include one or more of the following:

McFarlane, J. Globe and Mail Style Book. Penguin Books Canada, 1995.

Lunsford, Andrea, Connors, Robert & Segal, Judy. The St. Martin's Handbook for Canadians. Nelson, Canada, 1995.

Axelrod Rise B. & Cooper, Chas. R. The St. Martin's Guide to Writing. St. Martin's Press, 1991.

Dock, Julie Bates. The Press of Ideas: Readings for Writers on Print Culture and the Information Age. Bedford Books of St. Martin's Press, 1993.

O. COURSE OBJECTIVES

Students will acquire skills for analyzing the text- and sentence-level features of professional documents, develop an understanding of how these features serve professional writing situations, and apply appropriate strategies to the production of their own documents.

P. COURSE CONTENT

1. Analyzing Professional Writing

Students will:

- a) Analyze selected genres for their textual features, including the arrangement and content of levels of generality, coherence patterns, recurrence of forms, and elements of style;
- b) Analyze selected genres for their situational features, including relationships between writer, audience, and purpose;
- c) Develop the vocabulary of descriptive grammar;
- d) Apply that vocabulary to the analysis of sentence types and clauses, phrases, and parts of speech;
- e) Apply their knowledge of the above features to the production of sample documents.

2. Contexts for Professional Writing

Students will:

- a) Examine concepts of language as a political, social, and cultural activity
- b) Examine the functional importance of recurring patterns of text- and sentence-level features within selected genres
- c) Assess the appropriateness of language choices
- d) Produce reader-based documents.

3. The Writer at Work

Students will:

- a) Examine models of the writing process and enhance their own writing process
- b) Interview a professional writer regarding his or her writing process and the influence of workplace culture
- c) Analyze the data from the interview and present the findings.

Q. METHOD OF INSTRUCTION

Classes will be a combination of lecture, discussion and workshopping activities. Students may be required to submit drafts of assignments for peer feedback and discussion and to work collaboratively on assignments.

R. COURSE EVALUATIONS

Analysis and/or production of genre sample 1	20%
Analysis and/or production of genre sample 2	20%
Analysis and/or production of genre sample 3	20%
Analysis and/or production of genre sample 4	20%
Interview Report	<u>20%</u>
	<u>100%</u>

4 Grammar Quizzes required but non-graded (65% average required to pass PRFU 100)