

# PROFESSIONAL WRITING

## Course Description

This course covers a multitude of skills required to succeed in the professional world. Students begin the course learning about word processors such as Microsoft Word. Students will then learn about and create a resume and cover letter for future use. Students will also create, proofread, and edit their own block-style business letters, memos, narratives, as well as analyze and apply persuasive writing techniques. By the end of this course, students will be able to successfully apply to schools and jobs while having the necessary skills to successfully communicate in a professional setting.

## Prerequisite

None

## Credit Requirement Area

English

## Learning Objectives

- Students will understand the functions of a word processor.
- Students will create different styles of professional writings.
- Students will create a resume and cover letter.
- Students will analyze multiple styles of writing elements.
- Students will apply writing techniques.

## Suggested Weekly Schedule

Week	Graded Activities	Suggested Due Date	% Points
1	Assignment 1: Ribbons Quiz	Wednesday of Week 1	44%
	Assignment 2: What You Would Like To Learn	Friday of Week 1	56%
<b>Week 1 Total Percentage Towards Final Grade</b>			<b>16.6%</b>
2	Assignment 1: Business Memo Quiz	Monday of Week 2	20%
	Assignment 2: Write a Business Memo	Tuesday of Week 2	33%
	Assignment 3: Business Letter Quiz	Wednesday of Week 2	14%
	Assignment 4: Create a Block Style Business Letter	Friday of Week 2	33%
<b>Week 2 Total Percentage Towards Final Grade</b>			<b>16.6%</b>
3	Assignment 1: Resumes Quiz	Monday of Week 3	17%
	Assignment 2: Resume and Cover Letter Quiz	Tuesday of Week 3	17%
	Assignment 3: Create a First Draft of Your Resume	Wednesday of Week 3	33%
	Assignment 4: Create a First Draft of Your Cover Letter	Friday of Week 3	33%

Week	Graded Activities	Suggested Due Date	% Points
<b>Week 3 Total Percentage Towards Final Grade</b>			<b>16.6%</b>
<b>4</b>	Assignment 1: Polishing Your Writing Quiz	Monday of Week 4	17%
	Assignment 2: Bolstering Resume and Cover Letter Quiz	Tuesday of Week 4	17%
	Assignment 3: Editing and Submitting Your Resume	Wednesday of Week 4	33%
	Assignment 4: Editing and Submitting Your Cover Letter	Friday of Week 4	33%
<b>Week 4 Total Percentage Towards Final Grade</b>			<b>16.6%</b>
<b>5</b>	Assignment 1: Audience Quiz	Monday of Week 5	21%
	Assignment 2: Art of Persuasion Quiz	Wednesday of Week 5	26%
	Assignment 3: Crafting Your Narrative Message - Rough Draft	Friday of Week 5	53%
<b>Week 5 Total Percentage Towards Final Grade</b>			<b>16.6%</b>
<b>6</b>	Assignment 1: Proofreading and Sentence Structure Quiz	Monday of Week 6	23%
	Assignment 2: Editing and Submitting Your Narrative Message	Thursday of Week 6	45%
	Final Exam	Friday of Week 6	32%
<b>Week 6 Total Percentage Towards Final Grade</b>			<b>17%</b>
<b>WEIGHTED TOTAL</b>			<b>100%</b>