

English 225

Technical Communications: Written and Verbal

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Course description

In English 225 you will learn the essentials of business and professional communication: the “plain English” style of writing—clear, concise, and grammatically correct—demanded by law, business, government, and most other professions. You will learn the document formats required in business and the professions, including letters, promotional materials (brochures, news releases, etc.), and formal and informal reports, as well as how to design these documents for maximum impact on your audience. You will learn how to give oral presentations, both individually and as a team. Modern business is looking for “team players” and 60% of the course grading consists of team assignments.

As a bonus, you will discover that this clear, concise and correct style used in business and the professions also works for academic communication: many students who take English 225 discover their writing in other disciplines also improves—as do their grades!

Proposed assignments

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| • Mid-term exam | 10% |
| • Letters assignment | 10% |
| • Brochure/news release (team assignment) | 22% |
| • Individual oral presentation | 5% |
| • Final exam | 10% |
| • Team oral presentation | 10% |
| • Final report (team assignment) | 30% |
| • Grammar log | 3% |

Proposed reading list:

Paul MacRae, *Business and Professional Writing: A Basic Guide*. 2nd ed., Broadview, 2019.