Course Title: Business Writing in English: The Foundations
Course Code: COM 32 W
Instructor: Ken Romeo

Course Summary:

Writing well in English will benefit you personally and professionally. Whether corresponding with a colleague, a classmate, or your landlord, it is essential that your writing be clear and concise, and that it use the appropriate tone. This online writing course is geared toward advanced non-native speakers of English who have significant experience with the language. It will focus on helping students understand and practice the types of writing needed in professional situations, from more formal texts such as proposals and project reports, to more informal but still essential communications such as letters and emails. Emphasis will be placed on vocabulary choice, sentence structure, and paragraph organization. Coursework will include collaborative vocabulary exercises, sentence-level problem sets, and short- and long-passage editing, as well as longer-document homework assignments chosen by the student. Students will receive instructor and peer feedback throughout the course.

*Please see course page for full description and additional details.

Grade Options and Requirements:

- Letter Grade (A, B, C, D, No Pass)
  - All assignments will be graded on a completed / not completed basis
    - Weekly editing exercises 10%
    - Weekly reading quizzes 10%
    - Weekly words and phrases 10%
    - Occasional timed writing samples 20%
    - (Five) Main homework assignments 50%

- Credit/No Credit (CR/NC)
  - A passing grade (for "Credit") = at least 70% submitted

- No Grade Requested (NGR)
  - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

*Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.

Tentative Weekly Outline:

Week 1

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St. Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650
Class introductions
Salutations and politeness

Week 2
Paragraphs
Request email homework due

Week 3
Articles
Summary homework due

Week 4
Coherence and transitions
Complaint letter draft homework due

Week 5
Sentence Length
Process description homework due

Week 6
Verb tense review
Complaint letter final version homework due

Week 7
Conditionals
Conditionals homework due

Week 8
Catenative verbs
Final project draft homework due

Week 9
Passive voice
Catenative verb homework due

Week 10
Hedging
Final project final version homework due

*Please note: 30 minute live Zoom sessions will be held each week. Students will be able to submit their preferences for times on Wednesdays or Thursdays in a survey during the first week of the course. These responses will be used to schedule the meeting times and dates so that all students have several chances during the quarter to participate in the live sessions. There will also be weekly opportunities for individual office hours meetings.

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